



MORGAN COUNTY COMMISSION MEETING AGENDA

February 17th, 2026

4:00 WORK SESSION 5:00 REGULAR MEETING

PUBLIC NOTICE is hereby given that the MORGAN COUNTY COMMISSION will hold a regular Commission meeting in the Commission meeting room at 48 West Young Street, Morgan, Utah.

4:00 WORK SESSION

Planning Commissioner Randy Watt, EPA & Rifle Range

5:00 COMMENCEMENT OF MEETING

(A) Opening Ceremonies

(B) Welcome

(C) Invocation and/or Moment of Reflection: **Hon. Commissioner Nickseron**

(D) Pledge of Allegiance

(B) Consent Agenda Items

1. Approval of the Morgan County Commission Minutes from February 3rd, 2026.
2. Notice of vacancy on the Weed Abatement Board – Open to Submissions
3. Notice of vacancy on both the WPR Utility District and WPR Road and Fire District – Open to Submissions
4. Resignation of Aaron Rose from the Tourism Tax Advisory Board
5. Approval of an agreement between Morgan County and the Utah Division of Forestry, Fire and State Lands to cooperatively discharge their joint responsibilities for protecting non-federal land from wildland fire.
6. Approval of letter rescinding the provisional approval of Benjamin Gabbert for providing indigent defense services for the Morgan County Justice Court and conflict counsel pursuant to Section 3 item 6 of the Morgan County Public Defender Contract with McKay Law Group dated January 20th, 2026.
7. Approval of a letter of support for a trail through Snowbasin as request by the Eden Trails Foundation for their UORG grant application as this project will be in both Morgan and Weber Counties.

(C) Commissioner Declarations of Conflict of Interest

(D) Public Comments (please limit comments to 3 minutes)

(E) Action Items

1. **Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
Discussion and decision on **CR 26-13** establishing the Morgan County Rifle Range Advisory Committee to recommend and advise on the future use safety, and development of County shooting sports facilities.
2. **Deputy Chief Erica White** – Discussion/Decision – Emergency Management
Proposal and discussion on a change order to the flood mitigation – drainage improvement and culvert maintenance project on Morgan Valley Drive due to the discovery of a collapsed adjacent drainpipe.
3. **Casey Basaker** – Discussion/Decision – Morgan County Human Resources Manager
Discussion and decision on Resolution **CR 26-10** approving the Morgan County Employee Handbook in its entirety superseding all previous versions and amendments to said handbook.

MORGAN COUNTY COMMISSION MEETING AGENDA

4. **Morgan County Board of Equalization** – Discussion/Decision – BOE Hearing
Discussion and decision on BOE Hearing **CR 26-2507-BOE** based on the approved late appeal CR 25-23-BOE from 12/16/2025 for Brooks Fornelius; Appellant is requesting a primary residence exemption for the tax year 2025.
5. **Josh Cook – Public Hearing** – County Planning & Zoning
Cottonwoods Development Agreement Amendment: County Ordinance CO 26-02
THERE WILL BE NO PRESENTATION OR VOTE ON THIS ITEM. HOWEVER, SINCE IT WAS TABLED TO A DATE CERTAIN THERE IS STILL A PUBLIC HEARING.
6. **Chief Brad Wilkes** – Discussion/Direction – Morgan County Fire Chief
Discussion and direction on possibly modifying County Ordinance CO 24-05 pertaining to Fire Sprinkler System requirements.
7. **Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
Discussion and approval of awarding RFPs pursuant to the Morgan County Purchasing Policy:
 - a) Grant Administrator Services: **Grant Support**
Budgeted: 10-4640-120-000
 - b) Airport Berm Beautification & Acoustic Barrier: **Arete Landscapes**
Budgeted: 38-4550-260-000
 - c) Animal Control Veterinary & Housing Services: **Mountain Green Animal Hospital**
Budgeted: 10-4214-260-000
 - d) Impact Fee Facilitates Plan & Analysis and County Fee Assessment: **LRB Finance**
Budgeted: 10-4150-310-000
 - e) County Library Foyer Ceiling Restoration: **ACS**
Not Budgeted: _____
 - f) County Library Gutter & Downspout Replacement: **ACS**
Not Budgeted: _____
 - g) Election Security Addition: To Be Determined
Budgeted: 44-4410-310-000
8. **Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
Approval of the 2026 Governor’s Office of Economic Opportunity pass through Business Growth Grants as reviewed and recommended by the Morgan County Community and Economic Opportunity Board at its February Meeting.
9. **Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
Request to authorize the Morgan County Manager with support for the Deputy County Attorney Janet Chritoffersen to negotiate the final details of the Kent Smith Park rental with Mountain Green Sewer Improvement District.

(F) Commissioner Comments

- Commissioner Blocker
- Commissioner Newton
- Commissioner Fackrell
- Commission Vice-Chair Nickerson
- Commission Chair Wilson

The undersigned does hereby certify that the above notice and agenda were posted as required by law this the 13th day of February 2026.



Kate Becker – Morgan County Administrative Manager

***Action Item(s) that includes Public Hearing(s) will be held at or after 6:00 PM**

MORGAN COUNTY COMMISSION MEETING AGENDA

The Commission may vote to discuss certain matters in closed Session (Executive Session) pursuant to Utah Code Annotated §52-4-205. In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call Kate Becker at 435-800-8724 at least 24 hours prior to this meeting. This meeting is streamed live.

If you want to participate virtually in any public comment listed on this agenda, you need to contact Jeremy@morgancountyutah.gov at least 24 hours before the scheduled meeting.

Federal EPA Triggering Events Requiring Lead Remediation at Firing Ranges

I. Overview: How EPA Typically Regulates Firing Range Lead Contamination

The EPA generally does **not automatically regulate firing ammunition as hazardous waste**. Instead, regulation and cleanup requirements are triggered when conditions indicate:

1. **Lead becomes a “discarded” or hazardous waste, or**
2. **Lead contamination creates environmental or public-health risks, or**
3. **Lead is released into regulated environmental media (water, air, or soil), or**
4. **A facility is closed, abandoned, or substantially modified, or**
5. **Regulatory reporting thresholds or enforcement authorities are triggered.**

These triggers arise primarily under:

- Resource Conservation and Recovery Act (RCRA)
- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA / Superfund)
- Clean Water Act (CWA)
- Emergency Planning and Community Right-to-Know Act (EPCRA)
- Related federal environmental liability doctrines

II. Primary Triggering Events

A. Imminent and Substantial Endangerment to Health or Environment (RCRA §7003 / CERCLA Authority)

Trigger Event

EPA can require remediation when **lead contamination poses or may pose an imminent and substantial endangerment** to:

- Human health

- Drinking water supplies
- Sensitive habitats
- Surface water or groundwater
- Adjacent properties

Legal Authority

- RCRA §7003 (42 U.S.C. §6973)
- CERCLA response authority

Explanation

EPA has authority to compel cleanup when munitions debris or lead-contaminated soil creates unacceptable risks—even if the range is still operating.

EPA may compel remediation where lead fragments create an imminent and substantial environmental or health endangerment.

Similarly:

Where endangerment is created by expended ammunition debris, remedial requirements may apply under RCRA.

Examples of Conditions Triggering Action

- Lead migration into groundwater or drinking water aquifers
- Lead contamination reaching wetlands or streams
- Elevated soil lead creating public exposure risks
- Evidence of off-site contamination plume

B. Release of Hazardous Substances into the Environment (CERCLA / Superfund)

Trigger Event

Cleanup may be required when there is a “**release**” or **threatened release** of lead into the environment causing risk.

Legal Authority

- CERCLA §§104, 106, and 107
- Liability attaches to current or past owners/operators and governmental entities.

Explanation

Lead is a designated hazardous substance under CERCLA. If EPA determines contamination exists and presents risk, it can mandate investigation and remediation or recover cleanup costs from responsible parties.

CERCLA imposes liability on owners or operators where hazardous substance releases exist and may require remediation of contaminated soils or sediments.

Typical Range-Related Triggers

- Soil or sediment contamination above risk-based cleanup thresholds
- Off-site contamination from range operations
- Discovery during environmental investigation or redevelopment

C. When Lead or Contaminated Materials Become “Discarded Waste” (RCRA Subtitle C)

Trigger Event

Spent ammunition and contaminated soils become regulated hazardous waste when they are:

- Abandoned or allowed to accumulate without reclamation
- Removed from the range and not recycled
- Generated during remediation or closure
- Handled or disposed of off-site

Legal Authority

- RCRA Subtitle C hazardous waste rules
- 40 CFR Parts 260–279

Explanation

The firing of ammunition itself is not hazardous waste generation. However:

Lead shot or bullets become solid waste if discarded or abandoned, potentially triggering RCRA regulation.

And:

Removing lead-contaminated soil or abandoning ranges containing such material may constitute discarding and subject the materials to RCRA regulation.

Practical Trigger Conditions

- Failure to implement reclamation or BMP lead recovery practices
 - Range closure or major modification
 - Disposal of berm soils or trap materials
 - Storage of recovered lead not destined for recycling
-

D. Facility Closure, Abandonment, or Major Range Redevelopment

Trigger Event

Closure or redevelopment often automatically triggers hazardous waste evaluation and cleanup requirements.

Explanation

Once a range ceases operation, accumulated lead materials are generally treated as waste.

After shooting range closure, backstop or berm materials are considered waste subject to hazardous waste identification requirements.

This commonly requires:

- Environmental site assessments
 - Soil and groundwater investigation
 - Remediation prior to land reuse
-

E. Reportable Releases of Lead Dust or Particulates (EPCRA / CAA-Related Reporting)

Trigger Event

Reporting and potential regulatory action occur when airborne lead releases exceed reporting thresholds.

Key Threshold

- Release of **more than 1 pound of lead dust or particles** beyond facility boundaries.

Releases of more than one pound of fine lead particles beyond site boundaries must be reported under EPCRA.

Such reporting frequently triggers investigations that can escalate to cleanup orders.

F. Discharge of Lead into Waters of the United States (Clean Water Act)

Trigger Event

If firing range operations discharge lead or debris into navigable waters or wetlands.

Legal Authority

- Clean Water Act
- NPDES permitting requirements

Explanation

Discharge of lead shot or ammunition into waters of the United States constitutes pollutant discharge requiring an NPDES permit.

Failure to obtain permits or remediate contamination can trigger enforcement and cleanup orders.

G. Soil Lead Levels Exceeding Risk-Based Screening or Removal Levels

Trigger Event

EPA may require remediation when soil lead exceeds health-based criteria, especially near residential or public exposure areas.

Example EPA Risk Benchmarks (2025 Directive)

- 200 ppm soil lead screening level
- 600 ppm removal management level

EPA uses screening and removal management levels to determine when response actions for lead contaminated soil are necessary.

While these levels are primarily residential, they often inform site-specific risk assessments near firing ranges.

H. Failure to Implement Reasonable Lead Best Management Practices (BMPs)

Trigger Event

EPA BMP guidance is technically voluntary, but failure to implement BMPs can create liability when contamination occurs.

Explanation

BMPs are used to demonstrate reasonable environmental stewardship and risk mitigation. Failure to follow them can support enforcement actions or civil litigation.

BMP implementation reduces contamination risks and potential agency or citizen lawsuits.

I. Citizen Suits or Third-Party Enforcement Actions

Trigger Event

Under RCRA or CERCLA, private citizens or organizations may compel cleanup if contamination presents danger.

RCRA allows citizen suits where shooting activities pose an imminent environmental or health hazard.

These suits often initiate EPA investigation or enforcement.

III. Additional Secondary Trigger Factors EPA Commonly Evaluates

Although not stand-alone legal triggers, EPA frequently considers:

- Lead migration off-site

- Presence of sensitive receptors (schools, drinking water, wildlife)
- Lack of environmental monitoring
- Failure to maintain lead recovery schedules
- Worker or public exposure incidents

IV. Government Entity Liability (Including Counties)

Counties are treated as:

- Owners/operators
- Potentially Responsible Parties (PRPs)
- Waste generators or disposers

Under CERCLA, both past and present government owners may be liable for cleanup costs.

V. Summary Table of Major Federal Triggers

Trigger Event	Primary Law
Imminent environmental or health endangerment	RCRA §7003 / CERCLA
Hazardous substance release or contamination plume	CERCLA
Abandonment or discarding lead materials	RCRA
Range closure or redevelopment	RCRA / CERCLA
Airborne lead release above reportable threshold	EPCRA
Discharge into waters or wetlands	Clean Water Act
Soil lead exceeding health-based thresholds	CERCLA / RCRA corrective action
Failure to follow BMPs leading to contamination	Enforcement support
Citizen or third-party lawsuit	RCRA / CERCLA

VI. Key Practical Takeaways

EPA typically requires cleanup when **lead contamination transitions from controlled operational material to environmental contamination or public-health risk**. The most common real-world triggers are:

- Range closure or land redevelopment
 - Lead migration into groundwater or surface water
 - Off-site contamination
 - Failure to reclaim or manage lead accumulation
 - Elevated soil lead posing exposure risk
 - Reporting threshold violations
-
-

I. Core Federal Legal Definition of Redevelopment (CERCLA / Brownfields Law)

A. Statutory Definition Through Brownfields Amendments to CERCLA

The **most authoritative federal definition** comes from the **Small Business Liability Relief and Brownfields Revitalization Act of 2002**, which amended CERCLA.

Statutory Definition

Federal law defines brownfields (and thereby land redevelopment contexts) as:

“Real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”¹

This definition is codified within CERCLA and repeatedly cited by EPA and federal agencies.

Legal Significance

This language establishes that **“redevelopment” occurs when:**

- Previously used land is:
 - Expanded,
 - Redeveloped,
 - Or reused,
- AND environmental contamination is present or suspected.

The definition is intentionally broad and is the **primary federal legal context** in which redevelopment triggers environmental assessment and remediation obligations.

II. EPA Programmatic Definition (RCRA Corrective Action and Cleanup Programs)

EPA further clarifies redevelopment through regulatory guidance under the **Resource Conservation and Recovery Act (RCRA)**.

EPA Definition of Redevelopment / Reuse

EPA explains that reuse and redevelopment occur when:

“A new use of the facility is occurring... and the developed facility is being used by customers, visitors, employees, and residents.”²

EPA lists examples of redevelopment including:

- Industrial conversion
- Commercial development
- Residential housing
- Recreational or park uses
- Habitat restoration

Legal Meaning

Under RCRA, redevelopment is typically interpreted as:

- ✓ A change in land use or facility purpose
- ✓ Reoccupation or productive use after contamination
- ✓ Conversion from one functional use to another

III. EPA “Land Reuse” Concept (Broader Redevelopment Framework)

EPA and ATSDR (a federal public-health partner agency) further define redevelopment within the broader concept of **land reuse sites**.

Federal Definition

Land reuse sites are:

Potentially contaminated properties that may be abandoned, underused, or formerly used industrial, commercial, or residential properties slated for redevelopment.³

Examples include:

- Brownfields
- Superfund sites
- RCRA facilities
- Landfills
- Underground storage tank sites

Legal Implication

Redevelopment is treated as **planned re-use or repurposing of property**, particularly where contamination affects safe future use.

IV. How Environmental Law Interprets “Redevelopment” in Practice

While statutes rarely define redevelopment with a single sentence, federal environmental enforcement and guidance consistently treat redevelopment as occurring when one or more of the following happens:

A. Change in Functional Land Use

Redevelopment commonly means converting property to a different use.

EPA specifically recognizes redevelopment when land transitions such as:

- Industrial → residential
- Industrial → commercial
- Industrial → recreational
- Military or government → civilian use

These examples are expressly identified in EPA reuse guidance.²

B. Physical Expansion or Modification of Existing Development

Redevelopment can also occur when existing developed land is:

- Expanded
- Structurally modified
- Intensified in use

The statutory CERCLA definition expressly includes “**expansion**” alongside redevelopment.¹

C. Return of Idle or Underused Property to Productive Use

Environmental law consistently links redevelopment with the re-use of land that is:

- Abandoned
- Vacant
- Blighted
- Underutilized

Federal environmental policy explains brownfields typically involve:

“Abandoned, idled, or underused industrial and commercial properties where expansion or redevelopment is complicated by contamination.”⁴

D. Construction or Reconstruction Activities Intended for New Occupancy

EPA redevelopment programs focus on preparing land for:

- Occupancy by residents
- Commercial customers
- Workforce operations
- Public recreational or environmental uses

Redevelopment is generally considered triggered when property is prepared for **active human use** rather than passive maintenance.

V. Activities Commonly Considered Redevelopment by EPA and Environmental Courts

Although fact-specific, redevelopment frequently includes:

Structural / Construction Activities

- New buildings or facilities
- Reconstruction of existing structures
- Major grading or soil disturbance
- Infrastructure installation (roads, utilities, drainage)

Land-Use Conversion Activities

- Rezoning to new uses
- Change from government operational use to public/private use
- Conversion of industrial or training property to residential or recreational land

Site Preparation Activities

- Excavation or berm removal
 - Earthmoving or recontouring
 - Habitat restoration or park development
 - Redevelopment for commercial or mixed-use projects
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VI. Relationship Between Redevelopment and Environmental Liability

Redevelopment is legally significant because it often triggers:

1. Environmental Site Assessments

EPA and environmental practice commonly require:

- Phase I Environmental Site Assessment
- Phase II sampling and risk analysis

These assessments are standard due-diligence tools prior to redevelopment and help identify environmental contamination risks.

2. Cleanup or Corrective Action Requirements

Redevelopment frequently activates:

- CERCLA remediation
 - RCRA corrective action
 - State brownfield cleanup programs
 - Institutional controls or engineering controls
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3. Liability Protections and Obligations

Redevelopment may:

- Trigger cleanup responsibility
 - Provide eligibility for brownfield liability protections
 - Require compliance with land-use restrictions or institutional controls
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VII. What Redevelopment Does NOT Require

Federal law generally does NOT require redevelopment to involve:

- Complete land abandonment
- Transfer of ownership
- Full demolition
- Complete land-use change

Even partial expansion or reuse may qualify as redevelopment.

VIII. How This Applies to Firing Ranges (Important Context)

In environmental enforcement practice, firing range redevelopment is usually triggered when:

- The range is closed and repurposed
- The range is converted to recreational parkland
- The range is redeveloped into residential or commercial property
- Range berms or shot-fall zones are disturbed for new construction
- The land is rezoned for incompatible public uses

Because redevelopment often involves **soil disturbance**, EPA views it as a high-risk moment for contaminant exposure, which frequently triggers remediation requirements.

IX. Summary: Operational Federal Definition of Land Redevelopment

Across EPA statutes, regulations, and guidance, **land redevelopment generally means:**

The expansion, reuse, repurposing, or productive re-occupation of previously developed property, especially where contamination affects safe future use.

Redevelopment is legally recognized when land is prepared for new or expanded human, commercial, residential, or environmental use following previous development.

X. Sources and Footnotes

1. Small Business Liability Relief and Brownfields Revitalization Act (CERCLA amendment) definition of brownfield site.
2. U.S. Environmental Protection Agency, RCRA Reuse and Redevelopment Program definition and examples of new facility uses.
3. ATSDR / Federal Land Reuse Health Program definition of land reuse sites including contaminated properties slated for redevelopment.
4. Environmental Law Institute description of brownfields as abandoned or underused property complicated by contamination.



February 3rd, 2026

4:00 WORK SESSION 5:00 REGULAR MEETING

PUBLIC NOTICE is hereby given that the MORGAN COUNTY COMMISSION will hold a regular commission meeting in the Commission Meeting Room at 48 West Young Street, Morgan, Utah.

<p>COUNTY COMMISSION Commission Chair Matt Wilson Commission Vice Chair Vaughn Nickerson Commissioner Mike Newton Commissioner Raelene Blocker Commissioner Blaine Fackrell</p> <p>OTHER EMPLOYEES IT Director Jeremy Archibald Deputy Clerk/Auditor Cindee Mikesell Administrative Manager Kate Becker (CAM) County Attorney Garrett Smith (CA) Casey Basaker Morgan County H/R Josh Cook Morgan County Planner Jeremy Lance Morgan County Planner 1 Erica White Emergency Manager Leslie A. Hyde Clerk/Auditor</p>	<p>OTHERS IN ATTENDANCE Debbie Sessions Tina Kelley Chris Royal Jeff Mathews Cindy Kay Dwayne Johnson Wayne Johnson Justin Reese Sherrel Groose Ethen Weaver Christine Rienenam Kelly Preece</p>
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4:00 WORK SESSION

Northern Utah Economic Alliance Chris Royal and Inland Port Authority-Stephanie

Work session focused on how Morgan County could support long-term economic development through collaboration with the Northern Utah Economic Alliance (NUEA) and the Utah Inland Port Authority (UILPA), while maintaining local control and alignment with the county’s master plan.

Representatives from the Northern Utah Economic Alliance Chris Royal explained that NUEA is a public-private nonprofit organization funded by Davis County, Weber County, and the State of Utah, with a mission centered on creating high-quality office and industrial jobs. Their work primarily involves corporate recruitment, business retention and expansion, labor market analysis, and maintaining a comprehensive commercial real estate database. Chris emphasized that their goal is not retail development unless specifically requested, but rather the creation of job centers closer to where people live in order to reduce daily commuting to Salt Lake County. They noted that tens of thousands of workers currently leave northern Utah each day, and that attracting comparable jobs locally could significantly benefit communities over time.

Chris described how companies considering Utah often work through national site selectors who require detailed information on available land, infrastructure, labor supply, and education pipelines. To meet those needs, NUEA partners closely with Weber State University and regional technical colleges to ensure workforce readiness. Morgan County residents already participate in these educational systems, making the county part of the broader northern Utah

labor market. Chris stressed that companies look closely at whether local governments are aligned, whether land is available, and whether development is consistent with adopted master plans. Projects that conflict with community vision or zoning are typically passed over in favor of locations where expectations are clear.

Discussion highlighted Morgan County's unique characteristics, including its largely privately owned land base and limited industrial zoning. Chris explained that most economic development efforts rely on willing private landowners and that development cannot move forward without their participation. They encouraged the county to use its ongoing master plan update as an opportunity to inventory land, identify potential commercial or mixed-use sites, and clarify long-term goals. NUEA offered to assist with this process at no cost initially and indicated that Morgan County could participate informally in their network before considering any future financial commitment.

Infrastructure needs were discussed in the context of project size. Smaller industrial or light manufacturing developments can often tie into existing infrastructure, while larger projects may require significant upfront investment in water, sewer, power, and roads. Chris noted that industrial development remains strong, particularly in manufacturing, aerospace, and defense, while office development has slowed since the pandemic. They emphasized that industrial projects could range from small sites of five to ten acres to much larger campuses, and that Morgan County could realistically accommodate modest-scale projects over time without fundamentally changing its rural character.

Stephanie from The Utah Inland Port Authority then presented its role as a financing and infrastructure tool rather than a land-use authority. Stephanie explained that it can establish project areas only at the invitation of a local legislative body. These project areas function similarly to redevelopment or community reinvestment areas but are more streamlined. When a project area is created, the existing tax base remains unchanged, while new tax growth is split so that 25 percent immediately flows to taxing entities and 75 percent is reinvested into infrastructure and development within the project area. The project areas typically last 25 years, with extensions possible if debt remains, and can be terminated early if obligations are paid off.

Stephanie with UILPA emphasized that it does not control zoning, permitting, or land use decisions, all of which remain with the county or city. Its tools are best suited for greenfield or underdeveloped areas where infrastructure is lacking, but brownfield sites can also be supported, particularly when cleanup costs are a barrier to redevelopment. Project areas do not require contiguous land, have no minimum acreage requirement, and can span multiple jurisdictions. Any tax increment generated remains within the originating county.

The discussion underscored how NUEA and UILPA complement one another, with NUEA focusing on corporate recruitment and market positioning, while UILPA focuses on making sites development-ready through infrastructure financing. Both organizations stressed that successful projects depend on three aligned elements: a willing local government, a willing landowner or developer with financial commitment, and a business ready to invest in. Participants also discussed opportunities tied to existing assets such as rail lines and light manufacturing areas, while acknowledging limitations where redevelopment would not generate sufficient tax growth.

Both organizations presented their services as flexible tools that the county could use selectively to support economic growth, job creation, and infrastructure investment without sacrificing local control or community values.

5:00 COMMENCEMENT OF MEETING

(A) Opening Ceremonies

1. Welcome
2. Invocation and/or Moment of Reflection: **Hon. Commissioner Wilson**
3. Pledge of Allegiance

(B) Consent Agenda Items

1. Approval of the Morgan County Commission Minutes from January 20th, 2026.
2. Notice of vacancy on the Weed Abatement Board – Open to Submissions
3. Notice of vacancy on both the WPR Utility District and WPR Road and Fire District – Open to Submissions
4. Morgan County Historical Society Annual Report for 2025
5. Notice of Logan Wilde’s appointment to the Weber Basin Water Conservancy District Board of Trustees.
6. Notice of Out of State Travel: Hon. Shaun Rose & Charles Phillips July 13-17, 2026, San Diego, CA for ESRI/GIS Training.
7. Approval of Resolution **CR 26-09** Morgan County Commission Meeting Calendar moving the meeting date from March 17th to Wednesday March 18th.
8. Request to increase the Human Resources County Card limit to \$1,500.

Commissioner Fackrell moved to approve Consent Agenda Items 1-8

Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The Vote was unanimous. The motion passed.

(C) Commissioner Declarations of Conflict of Interest

No Conflict stated

(D) Public Comments (please limit comments to 3 minutes)

Tina Kelly, Mountain Green resident: This comment is regarding Action Item Number Seven. I want to offer a word of caution. While I did not sit on the Council of Governments (COG) when this tax was originally put in place, I did serve on the COG later. During that period, I felt the process was weighed toward Morgan City and the Morgan School District. Projects that were proposed were consistently expensive and primarily benefited the city and the school district, rather than the whole county.

(E) Presentations

- **Presenting Morgan County Food Pantry with the County's 2026 Support Check to Pantry Director Cindy McKee**

Cindy McKee expressed appreciation for the opportunity to present and explained that the organization made the process public online so the community would understand their efforts. She thanked Morgan County for setting aside \$6,000 for the food pantry, noting that the funds will be put to good use and acknowledging the time and effort county officials dedicate to supporting the community. Cindy also highlighted the food pantry's role during the government shutdown at the end of October, emphasizing its mission to ensure no one goes hungry. Between late October and December, the pantry received over 13,000 lbs. donated items, including significant donations from Morgan County and Washington Heights Church from Ogden. Participants remarked on the strong community support and noted that the pantry's shelves are currently full. The discussion concluded with appreciation for the generosity and strong sense of community in Morgan County.

- **Introduction of Morgan County Fire Chief Bradley Wilkes**

Kate Becker (CAM) introduced Brad Wilkes as Morgan County's new Fire Chief, noting that his official first day was the previous Friday. She explained that although he was new to the role, he had already been actively involved during a recent fire, observing operations firsthand, which provided valuable insight beyond what time in an office could offer.

Brad Wilkes then shared background information about himself. He lives in East Layton near the water treatment plant, has three children, and nearly five grandchildren. He began his career as a builder before entering the fire service. He retired from Layton City in 2023 as an Operations Battalion Chief, after helping the department from 12 full-time staff and one station to 83 full-time staff and four stations. After retirement, he briefly worked as a fire inspector to recharge before seeking a targeted return to the profession.

Chief Wilkes expressed excitement about returning to the valley, which he has strong personal ties to, and stated that his experience managing rapid growth has prepared him well to help the department stay ahead of anticipated growth in the area.

Commissioner Newton emphasized the importance of recognizing Erica White Emergency Manager Morgan County for her service as Acting Fire Chief, noting that she held the role for several months and that it was not an easy assignment. During that time, Erica effectively covered three demanding positions: Fire Chief, EMS Department Head, and Deputy Chief/Emergency Manager. He thanked her for taking on these significant responsibilities.

Commissioner Wilson echoed the appreciation, making a lighthearted comment about whether her compensation had been tripled, and reiterated that her efforts were valued and did not go unnoticed.

Action Items

1. **Morgan County Historical Society** – Discussion – Preservation Tax Credit

Proposal and discussion on a request from the Morgan County Historical Society that the County establish a Historic Preservation Property Tax Credit.

Jeff Matthews of Morgan Valley Preservation initially requested that the agenda item be moved due to the presenter, Justin Rees, running late. Shortly after, Justin Rees arrived and presented a proposal for a historic preservation property tax credit aimed at preserving Morgan County's historic residential character.

The proposal outlined a 20% property tax credit, capped at \$1,250 per year, for qualifying historic residences built in 1945 or earlier. The intent is to encourage proper maintenance and historically appropriate restoration of older homes, not to fully offset renovation costs or reduce tax burdens. The credit would apply only to residents (not commercial properties), align with state and national historic standards, and require annual application and approval.

Discussion:

- Approximately 100 homes countywide may qualify, with most located in Morgan City.
- Homes must meet preservation guidelines and, in most cases, be listed on the National Register of Historic Places.
- The County Assessor's Office would verify eligibility, while the Historic and Preservation Societies would review documentation and compliance.
- The credit is intended to preserve community character, stabilize neighborhoods, support tourism, and prevent deterioration or inappropriate renovations.
- Commissioners raised questions about verification of expenditures, interaction with the state historic tax credit, and impacts on property taxes.
- Significant discussion focused on the fact that most property taxes go to the school **district**, meaning coordination with other taxing entities (school district, city, Weber Basin Water) would be necessary.
- Staff clarified that implementation would likely require a resolution, like the homestead credit, with annual approval due to revenue impacts.
- Commissioners generally expressed support in concept, emphasizing the need to work out details, particularly coordination with the school district and other taxing entities.

2. **Casey Basaker** – Discussion/Decision – Morgan County Human Resources Manager

Discussion and decision on Resolution **CR 26-10** approving the Morgan County Employee Handbook in its entirety superseding all previous versions and amendments to said handbook. Employee Handbook Discussion Summary

A new employee handbook has been drafted, reviewed by legal and an outside consultant, and updated to ensure it is complete and legally compliant. Some references to "council" remain and need to be updated to "commission" (pages 2, 13, 26).

For meal and rest breaks, non-exempt employees must receive a 30-minute duty-free break when scheduled over six hours. Exempt employees' PTO usage for partial-day absences needs clarification, as it should not affect their exempt status. Exempt employees currently take PTO only for full-day absences, and supervisors must submit timesheets certifying accuracy. Pre-authorization for overtime is not yet in place but will be required once the handbook is effective.

The uniform policy is under development and will be incorporated into the annual handbook review. Holidays and absences were discussed; half-days for Christmas Eve and New Year's Eve remain flexible, while New Year's Day and Veterans Day are included. Compensatory time was corrected from 480 hours to 80 hours to align with legal limits.

Exempt employees do not need to track exact hours; they are paid a fixed salary regardless of hours worked. PTO for partial-day absences does not affect exempt status, though further research is planned.

Next steps include researching exempt employee PTO rules, continuing handbook review, and submitting comments to Casey via email. Policies added during the year will be incorporated into the annual review and ratified by the commission.

**Commissioner Fackrell moved to Postpone CR 26-10 Morgan County Employee Handbook
Seconded by Commissioner Nickerson**

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The Vote was unanimous. The motion passed.

3. Josh Cook – Discussion/Decision – County Planning & Zoning

Village at Trapper's Loop Townhomes Preliminary Plat: A request for approval of the Village at Trapper's Loop Townhomes Subdivision preliminary plat, which is identified by parcel number 00-003-3892 and serial number 03-005-041 and is located approximately 600 feet south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County.

The Planning Commission reviewed the preliminary plat for Village of Trappers Loop, an 8.5-acre RM-15 zoned parcel south of North Queens Garden Road and West Old Highway Road, proposed by Wayne Johnson on behalf of Soder B Ltd. The plan includes 45 townhomes in 10 buildings, with open space, landscaping, and private streets. Staff recommended approval after reviewing boundaries, lot layout, utilities, drainage, and fire protection. Commissioners noted the proposed density is well below

the site's maximum entitlement, appreciated the inclusion of open space, and supported private streets to limit county responsibilities. Preliminary plat approval will proceed, with final site plan and landscaping details addressed during site plan review.

Commissioner Blocker moved to approve the village trapper league town homes preliminary plat application #25-030

Second by Newton Commissioner

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The Vote was unanimous. The motion passed.

4. Josh Cook – Discussion/Decision – County Planning & Zoning

Village at Trapper's Loop Townhomes Site Plan: A request for approval of the Village at Trapper's Loop Townhomes Subdivision site plan, which is identified by parcel number 00-003-3892 and serial number 03-005-041 and is located approximately 600 feet south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County.

Village of Trappers Loop – Townhome Site Plan (Application 25.044)

The Planning Commission reviewed the site plan for the Village of Trappers Loop, an 8.45-acre RM-15 parcel proposed for 45 townhomes. The site plan review focused on landscaping, lighting, parking, elevations, and building materials, with final materials approved to exclude stucco due to climate suitability concerns. Private interior streets with temporary hammerheads will connect to future developments, while public access remains via Queen's Garden and Old Highway Road. Snow storage will be handled on-site in retention basins. Staff and the Mountain Green Fire Protection District recommended approval, and the Planning Commission found the plan favorable.

Commissioner Newton moved to Approve Village at Trapper's Loop Townhomes Site Plan Application# 25-044

Seconded by Blocker Commissioner

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The Vote was unanimous. The motion passed.

5. Josh Cook – Discussion/Decision – County Planning & Zoning

The Range Phase 1, No. 1 Plat Amendment: A request to remove the temporary fire access easement located along the north boundary of The Range Phase 1 subdivision.

The Range Phase One – First Plat Amendment (Application 25.052)

The Planning Commission reviewed a request by Chase Free Baron on behalf of CW The Range LLC to remove a temporary fire access easement along the north boundary of the 19.29-acre Range Phase One subdivision (R1-20 zoning). The easement is no longer needed because the new subdivision road from North Trappers Loop to North Frontier Drive now provides adequate access. Staff, including the county engineer, surveyor, recorder, and fire department, recommended approval. The Planning Commission had no public comments, clarified circulation concerns, and voted 5–0 to recommend approval (Chair Maloney abstained; Member King absent). Recordation will be held until any remaining barriers are removed to ensure access.

Commissioner Newton moved to approve **The Range Phase First Plat Amendment Application #25.052 removing the temporary fire access easement.**

Seconded by Commissioner Nickerson

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The Vote was unanimous. The motion passed.

6. Kate Becker – Discussion/Decision – Morgan County Administrative Manager

Discussion and decision on Resolution **CR 26-11** waiving all planning & zoning fees for permit #7024989 for Fairgrounds Livestock Barn addition located at the Morgan County Fairgrounds and funded by the Donor Advisory Fund (DAF). The improvements in question were approved by Commission at their July 15th, 2025, meeting at the request of The Morgan Junior Livestock Committee.

The Morgan Jr. Livestock Committee received a grant from the Donor Advisory Fund to make improvements to the livestock barn at the Morgan County Fairgrounds. The Commission previously approved the project. The current request was **to** waive the associated permit fees, which requires a formal resolution.

Commissioner Newton moved to approve **CR 26-11**

Seconded by Commissioner Fackrell

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The Vote was unanimous. The motion passed.

7. **Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
Discussion and decision on CR 26-12 at the request of the Morgan County Council of Governments (COG) that they double as the County’s Recreation Arts Museums and Parks Tax (RAMP Tax) Advisory Board.

Kate Becker (CAM) Morgan County Council of Governments (COG) formally requested to serve as an advisory board for the RAMP tax now that a fund balance **to** accumulate. Historically, nearly all RAMP revenue was allocated directly to recreation, leaving no discretionary funds. With new available funds, COG is seeking input on how future RAMP dollars are spent, like the Tourism Advisory Board.

Relationship to Recreation Board

Kate Becker (CAM) clarified that this proposal is separate from the Recreation Board, which remains inactive but not formally dissolved due to its connection to Rec Plex bylaws and agreements. The RAMP ordinance currently allows spending only on recreation-related uses, not arts, museums, or parks, unless amended by ordinance. The proposal would create an advisory-only role, meeting with COG, and would not replace the Recreation Board.

Commissioner Perspectives

- **Commissioner Fackrell** expressed concern about using COG as the advisory body, stating a preference for a citizen-based advisory board to ensure broader public representation across all areas of the county.
- **Commissioner Nickerson** suggested reestablishing a Recreation Board to gather community input, which could then provide recommendations to COG and ultimately the Commission.
- **Commissioner Newton** questioned the efficiency of having multiple advisory layers, noting that all boards are advisory and final decisions remain with the Commission. He also noted advantages to elected officials serving in advisory roles due to broader accountability.
- **Commission Discussion** included concerns about geographic representation, particularly from the lower end of the valley, with others noting that school district representation serves facilities countywide.

Kate Becker (CAM) emphasized that:

- She was directed to bring the item forward in its current format.
- Creating a new board would likely involve the same participants and add administrative burden.
- COG’s request is specific to advising on RAMP tax expenditures, not recreation programming.
- As RAMP fund balances begin to be used for projects (such as trails), COG believes advisory input should guide project selection rather than individual initiatives.

Kelly Preece COG representatives stated that:

- COG meets regularly and has done so for nearly a decade.
- Members represent the county, city, and school district.
- Many members were involved in passing the RAMP tax and previously served on the Recreation Board.
- COG believes it can fairly represent the community and assist the Commission in making informed decisions on RAMP spending.

Infrastructure Focus

There was general agreement that the RAMP tax was intended primarily for recreation infrastructure, and concern was expressed about ensuring visible, community-supported infrastructure outcomes.

Path Forward

- Commissioner Fackrell suggested trying the COG advisory role for one year and revisiting its effectiveness.
- Commissioner Newton supported revisiting the approach after a year without formalizing a sunset provision.
- All agreed that meetings would remain open to the public with opportunities for public comment.

Kate Becker (CAM) clarified that the RAMP tax does not automatically expire and may be reauthorized. Building collaboration was viewed as important to maintaining public support and demonstrating the benefits of the tax.

The Commission expressed general support for trying the COG advisory approach, encouraging public participation, and reassessing the structure if needed, while retaining final decision-making authority.

Commissioner Newton moved to approve CR 26-12 with amendments

Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The Vote was unanimous. The motion passed.

8. Kate Becker – Discussion/Decision – Morgan County Administrative Manager

Discussion and decision on entering into an agreement with CJS, LLC for online traffic school services and setting the billing fee.

Garrett Smith Morgan County Attorney would like this postponed to get clarification from Janet Christopherson Morgan County Deputy Attorney

Commissioner Nickerson moved to postponed until further notice

Second by Commissioner Newton

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The Vote was unanimous. The motion passed.

Kate Becker (CAM) provided an overview of current county activities:

Kate Becker (CAM) reported that she is in the first quarter of one-on-one meetings with department heads. Commissioners who oversee specific portfolios have been CC'd on related action items and updates. All departments are currently managing extensive task lists. There are several RFPs active on the county website, all due Wednesday, February 11 at 5:00 p.m. MST, including the Clerk's Office addition, library gutter and ceiling repairs, airport berm work, and grant administrator services. Because of the volume of activity, the next commission meeting may be longer than usual, with additional information likely provided by email.

An update was provided on the Fairgrounds Trail and related grant activity. The OUORG grant is open, and staff has approval to apply for Phase Two of the Fairgrounds Trail. Phase One is experiencing two delays. First, approval from the Bureau of Reclamation on water shares is still pending, which prevents drilling the well. Despite extensive outreach since October, no response has been received, and sod installation is on hold until water access is secured. Second, a Phillips 66 pipeline easement crosses the trail near the multi-use fields. An encroachment agreement would be required, and future pipeline maintenance could require cutting through the trail, with repair costs falling to the county. Alternative trail alignments were reviewed, but rerouting is not feasible without major redesigning of the multi-use fields. Despite these Phase One issues, staff will be proceeding with the Phase Two grant application.

A brief legislative update was also given. House Bill 165 related to water diversion is being monitored, as it could impact existing water rights but may also provide potential benefits. Further review is needed before taking a formal position. The House Bill 165 proposal related to minimum wage is not gaining traction at this time.

(G.) County Commissioner Comments

Commissioner Blocker asked for clarification on House Bill 445 due to growing concern and dissatisfaction surrounding it. Kate Becker (CAM) explained that the bill, sponsored by Representative Strong and drafted by Ruth Ann, has three primary components. First, a county would be prohibited from purchasing land within another county's boundaries without approval from the host county's legislative body, unless the purchase is part of a joint project. Special service districts, agencies, and similar entities are exempt, and the restriction applies only to county-to-county purchases. Second, the bill prevents counties from using agencies or intermediaries to acquire land and then transfers it to a county to circumvent the approval requirement. Third, if a county is permitted to purchase land in another county, that property would remain taxable and retain its existing zoning and tax status, including Greenbelt designation, unless the use changes, in which case rollback taxes would apply.

The intent of the bill is not to prohibit land purchases, but to require communication and cooperation between counties before acquisitions occur. The goal is to force early discussion and allow for memoranda of understanding that can address issues such as land use, conservation easements, infrastructure impacts, traffic, and road maintenance costs. Much of the concern prompting the bill stems from situations where counties, particularly wealthier neighboring counties, have purchased large tracts of land without prior notice, leaving the host county with infrastructure impacts and reduced tax base.

It was clarified that this is not a Morgan County–filed bill, though county officials did raise the issue with Representative Strong, who agreed to sponsor it as a priority due to its broader statewide implications. Local representatives were not asked to run the bill to avoid conflicts, as they represent multiple affected counties. Several participants noted that much of the opposition appears to be based on headlines rather than the bill's actual language, emphasizing that the bill is relatively short and written in plain language. Commissioners encouraged anyone with concerns to read the bill in full and identify specific provisions they oppose.

Concerns discussed included taxation fairness, infrastructure funding, eminent domain questions, and the risk of counties effectively shifting tax burdens onto residents of neighboring counties. Supporters argued that taxpayers should not subsidize land purchases made by other counties and that the bill promotes fairness and transparency. The bill is scheduled for discussion in the Revenue and Taxation Policy Committee, and Kate Becker (CAM) confirmed she is prepared to attend and defend the legislation as needed.

Commissioner Wilson provided updates after being away for two weeks. He highlighted ongoing efforts to allow the Planning Commission access to notes, emphasizing the importance of their ability to review materials and flag issues. There is a lease transfer pending from 2003 that cannot proceed without being placed on a commission agenda, and staff are working to resolve historical administrative gaps. Discussion included whether repeated lease transfers should trigger renegotiation or new fees.

Regarding airport work, updates on Buster's hangar and runway projects were given. The county is funding a portion of the work, and questions were raised about bid requirements and

responsibilities for earthwork versus asphalt or chip sealing. Dane Wilkinson Airport Manager will be reviewing past agreements and documentation to confirm responsibilities and budget allocations. Overall, the focus is on resolving legacy issues, ensuring proper processes, and documenting agreements for airport projects.

Commissioner Nickerson: Board of Health / Immunization Waiver Bill – A bill is being discussed that would eliminate the requirement for immunization waivers to attend public school, effectively allowing children to attend without proof of immunization. Local health officials expressed concern, citing a recent measles outbreak in Weber County. During that outbreak, 70% of students with waivers were immunized, and having records helped track and contain the spread. Officials feel the bill may not gain much traction due to the importance of documentation during outbreaks.

Motocross Track Proposal – Josh Pace proposed creating a motocross track. Discussions focused on finding appropriate locations and ensuring safety. The county currently has no official trails, leading to some youth riding on roads. Funding and property acquisition are key considerations. The original proposal near the multi-use fields was rejected, but the proposer is exploring alternative sites. He is passionate about creating a safe area for training and practice, potentially attracting participants and visitors who could contribute economically. County staff expressed openness to reviewing options and ideas.

Commissioner Newton An update was provided on the fairgrounds in lieu of attending upcoming meetings due to a scheduling conflict. The fairgrounds electrical project is moving forward quickly, with significant progress already completed. In addition, the fairgrounds board has received approval for funding to proceed with a sound system upgrade at the facility.

Between the electrical improvements, the sound upgrade, and the previously approved building expansion and fee waivers, more than **\$1 million** will be invested in the fairgrounds this year alone—an amount exceeding what has likely been invested in the facility over the past 20 years. The fairgrounds board expressed enthusiasm about the progress and noted that additional improvements are anticipated. Several grant applications have also been submitted for further enhancements that would not require a county match.

Commissioner Newton also was asked if Solar panels could be dispossessed at Wasatch Integrated and he said No.

Commissioner Blocker County Day on the Hill, noting that participants were able to connect with several legislators. Representative Auxier attended breakfast, and conversations were held with Senator Milner, who is retiring, and Representative Kyle. She also met with interns for Johnson, Strong, and Adams. Those who attended felt the day was productive. Raelene met with Kate and Bret to review the Mountain Green sidewalk plan, and she plans to attend upcoming PSC meetings. She also attended the WFRS legislative meeting with Mike Newton and had an opportunity to briefly speak with President Adams and Speaker Schultz, thanking them for their assistance in advancing the interchange project.

Commissioner Blocker highlighted Senate Bill 15, which would allow a county to change its commission structure to full-time or part-time without a vote of the public. This would give counties the authority to adjust their form of government based on perceived needs or budget considerations, including expanding to full-time or reducing to part-time.

Commissioner Fackrell HB102 and HB107 HB 231

Blaine Fackrell provided an update on several legislative bills affecting individuals and county operations:

1. **Vehicle Registration Penalties** – A bill under Revenue and Taxation would impose a \$50-per-month penalty for vehicles that lapse in registration, even if the vehicle has been under repair. The Utah Association of Counties (UAC) has not taken a position pending further discussion with the bill sponsor, while Representative Strong is opposed.
2. **Private Vehicle Sales Tax (House Bills 102 & 107)** – Currently, trade-ins at dealers are taxed only on the difference in value. The proposed changes would apply this approach to private sales, meaning a private buyer could owe full taxable value, potentially resulting in repeated tax charges on the same vehicle. This could benefit some taxpayers but negatively impact others.
3. **Administrative Fee for Vehicle Registration Rebates (House Bill 56, Substitute 1)** – The bill allows counties to retain a \$5 administrative fee when vehicle registration rebates are issued, rather than returning the full amount. Counties may consider implementing this if the bill passes.
4. **Prepared Foods Tax (House Bill 231 – Norm Thurston)** – This bill would eliminate the current Tourism, Recreation, and Tax (TRT) on prepared foods and replace it with a general sales tax, which is considered unfairly broad. Both UAC and tourism/recreation boards oppose the bill, as it could reduce TRT funding while increasing taxation on general purchases. Fackrell noted the bill is unlikely to pass but encouraged monitoring and coordination with legislators.

Adjourn – 7:25 commissioner newton moved to adjourn

Note: The Commission may vote to discuss certain matters in Closed Session (Executive Session) pursuant to Utah Code Annotated §52-4-205.

APPROVED: _____
Morgan County Commission Chair

DATE:

ATTEST: _____
Morgan County Deputy Clerk/Auditor

DATE

***Action Item(s) that includes Public Hearing(s) will be held at or after 6:00 PM**

In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call Kate Becker at 435-800-8724 at least 24 hours prior to this meeting. This meeting is streamed live.

If you want to participate virtually in any public comment listed on this agenda, you need to contact Jeremy@morgancountyutah.gov at least 48 hours before the scheduled meeting.



Vacancy on the Morgan County Noxious Weed Board

Applicant must be a resident of Morgan County whose primary source of income is derived from production agriculture UCA § 4-17-105(3). Applicants should submit a letter of interest to the Morgan County Administrative Manager at 48 W Young Street in Morgan, fill out the Online application or send an email to kbecker@morgancountyutah.gov. This is a Volunteer Position.

Duties include attending Board meetings, advise the Morgan County Commission on coordinated noxious weed prevention efforts, curate and publish an annual list of primary noxious weeds present in the County.

Terms are for four years. Meetings are scheduled based on the availability of Board members and meets in the Community room of the Morgan County Public Library at 50 North 100 West Morgan UT 84050.

Letters of interest will be accepted until December 29th, 2025 or later if a member of Morgan whose income is primarily based on production ag, has not yet been appointed.

For more information, call Kate Becker, Administrative Manager at 435-800-8724 or Commissioner Vaughn Nickerson at 385-350-1718.

NOTICE OF BOARD VACANCY

NOTICE IS HEREBY GIVEN, that there are currently two vacancies on both the Board of Trustees (individually a “**Board**” and collectively the “**Boards**”), of the WPR Utility District and WPR Road and Fire District (individually a “**District**” and collectively the “**Districts**”). The Morgan County Commission, the appointing authority for the Districts will meet on Tuesday, the 18th day of March, 2026 at 5 p.m., in the County Commission Meeting Room located 48 West Young Street, Morgan, UT 84050, to appoint two persons to fill the vacancies on the Boards. Any qualified person interested in being appointed to a Board or the Boards must provide their name and indicate the Board or Boards then send no later than 5:00 p.m. on March 18, 2026, to: Leslie Hyde, Morgan County Clerk, 48 West Yong Street, Morgan, UT 84050, lhyde@morgancountyutah.gov

In accordance with Utah law, to be qualified to serve on a Board, a person must be a resident within the boundaries of the respective District, an owner of land within the respective District that receives service from the respective District, or an agent or officer of such owner.

End of Notice.

Kate Becker

From: Aaron Rose <aaron@milkbarncreamery.com>
Sent: Monday, February 2, 2026 12:48 PM
To: Mauricio; Kelsea Tuttle; Nathan Bingham; Jennifer Clark; Cindy Kay; cherrilgrose
Cc: Justin Rees; Kirsten Slavin; Steve Gale; Vaughn Nickerson; Mercer Owen; Ty Bailey; Lindsay Diamond; jbarber288@gmail.com; Kate Becker; Dawna Zukirmi; Bryan Jordan; Becca Nelson; carol.brooks@davistech.edu
Subject: TTAB Board Resignation

CAUTION: This email originated from outside of Morgan County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you are unsure please contact Jeremy or Brandon.

Dear TTAB Board Members,

Please accept this email as formal notification that I am resigning from my position on the TTAB board, effective immediately.

It has been a privilege to serve on this board for the past two years. I am truly grateful for the opportunity to have worked alongside such a talented group of individuals. I have greatly valued our collaboration and the progress we've made together for the community.

Thank you for your support and for the experience to participate in such an important endeavor. I wish the board, Morgan City and Morgan County continued success as you spread the word about our wonderful valley.

Sincerely,

Aaron Rose

COOPERATIVE AGREEMENT

This Cooperative Agreement (the “Agreement”) is made and entered into this ____ day of _____ 2026 (the “Effective Date”), by and between the Utah Division of Forestry, Fire and State Lands (“FFSL”) and _____ (the “Participating Entity”). FFSL and the Participating Entity may sometimes be referred to in this Agreement individually as a “Party” or, collectively, as the “Parties.”

RECITALS

- A. Pursuant to Utah Code Section 65A-8-203, this Agreement is required for a county, municipality, or certain other Eligible Entities and the State of Utah, by and through FFSL, to cooperatively discharge their joint responsibilities for protecting non-federal land from wildland fire.
- B. The Participating Entity is a county, municipality, or other Eligible Entity, as defined in Section I of this Agreement.
- C. The Participating Entity is eligible to enter into a Cooperative Agreement under Utah Administrative Code R652-121 and R652-122.
- D. FFSL provided to the Participating Entity, and the Participating Entity signed and returned to FFSL, the Annual Participation Commitment Statement before the Effective Date of this Agreement.
- E. The fire department or equivalent fire service provider under contract with, or delegated by, the Participating Entity on unincorporated land meets minimum standards for wildland fire training, certification, and suppression equipment based upon nationally accepted standards, determined by FFSL.
- F. The Participating Entity has a designated fire warden and has entered into a County Warden Agreement. *See Exhibit A.*

AGREEMENT

I. Definitions

For the purposes of this Agreement:

- 1. “Annual Participation Commitment Report” means a report prepared by the Participating Entity, detailing the expenditures and activities conducted in compliance with the Participation Commitment during the past calendar year.
- 2. “Annual Participation Commitment Statement” means a statement, signed by both FFSL and the Participating Entity, detailing both the monetary value of the Participation Commitment for the upcoming calendar year and the detailed activities the Participating Entity plans to perform to fulfill their Participation Commitment for that year.

3. “Catastrophic Wildfire” means wildland fires whose size and intensity cause significant impacts to State and local economies, critical infrastructure, the environment, and private landowners.
4. “Cooperative Agreement” means the same as the term is defined in Utah Administrative Code R652.
5. “Delegation of Fire Management Authority” means the acceptance by FFSL of responsibility for:
 - i. Managing a wildfire; and
 - ii. The cost of fire suppression, as described in Utah Code Section 65A-8-203.
6. “Direct Expenditure” means funds spent by a Participating Entity to implement wildland fire prevention, preparedness, or mitigation efforts both agreed to between the Parties and approved by FFSL.
7. “Direct Payment” means an alternative method of meeting all, or part, of the participation commitment by paying FFSL directly, as identified in Utah Code Section 65A-8-203.
8. “Director” means the division director of FFSL.
9. “Eligible Entity” means the same as the term is defined in Utah Code Section 65A-8-203.
10. “Extended Attack” means actions taken in response to wildland fire after Initial Attack.
11. “Firefighter” means an individual trained in wildland firefighting techniques and assigned to a position of hazardous duty.
12. “Initial Attack” means actions taken by the first resources to arrive at any wildland fire incident, including—without limitation—size-up, patrolling, monitoring, holding action, or aggressive suppression action.
13. “In-Kind Activity” means an activity for wildland fire prevention, preparedness, or mitigation efforts both agreed to between the Parties and approved by FFSL. The value of an In-Kind Activity shall be determined by using the rate calculated by the Independent Sector, <https://www.independentsector.org/>.
14. “Minimum Billing Threshold” means the dollar value of expenses not charged to the Participating Entity but incurred by FFSL, on behalf of the Participating Entity, on Initial Attack prior to Delegation of Fire Management Authority.
15. “Participation Commitment” means prevention, preparedness, and mitigation actions and expenditures, including those identified in an FFSL-approved CWPP or equivalent wildland fire preparedness plan, undertaken by a Participating Entity to reduce the risk of wildland fire and meet the intent of Utah Code Sections 65A-8-202 and 65A-8-202.5.
16. “Participating Entity” means an Eligible Entity with a valid Cooperative Agreement.

II. Term.

1. The term of this Agreement shall be five (5) years from the Effective Date.

III. Participation Commitment.

1. Annual Statement.
 - a. FFSL shall send the Participating Entity an Annual Participation Commitment Statement at least three (3) months in advance of the end of each calendar year during the term of this Agreement.
 - b. Upon receipt of an Annual Participation Commitment Statement, the Participating Entity shall complete the annual plan portion of the Annual Participation Commitment Statement outlining the actions it intends to take that address the wildfire threat. Within sixty (60) days of receipt of an Annual Participation Commitment Statement, the Participating Entity shall send the completed annual plan to FFSL for review and approval.
 - c. Upon receipt of the Participating Entity's annual plan, FFSL shall review the annual plan. FFSL may request additional information before approving the annual plan. Upon FFSL's approval of the annual plan, FFSL shall sign and send the Annual Participation Commitment Statement to the Participating Entity for signature.
 - d. Upon receipt of the signed Annual Participation Commitment from FFSL, the Participating Entity's chief executive shall sign and return the fully executed Annual Participation Commitment Statement to FFSL by the deadline provided. In the event the Participating Entity fails to sign and return the Annual Participation Commitment Statement by the deadline provided, this Agreement will terminate at the conclusion of the last calendar year in which the Participating Entity complied with this requirement.
2. Fulfillment.
 - a. The Participating Entity shall meet its Participation Commitment, as determined by FFSL, pursuant to Utah Administrative Code R652-122.
 - b. The Participating Entity shall meet its Participation Commitment through direct expenditures, direct payment, in-kind activities, or any combination of the three that are mutually agreed upon by the Parties.
3. Consultation.
 - a. The Participating Entity may consult with FFSL to identify valid Participation Commitment actions and activities, based on the Participating Entity's FFSL-approved CWPP or equivalent wildfire preparedness plan.
4. Accounting.

- a. The Participating Entity shall account for its respective Participation Commitment activities and expenditures through the Utah Wildfire Assessment Risk Portal (“UWRAP”).
- b. Beginning January 1, 2025, all qualifying Participation Commitment expenditures and activities count toward the Participating Entity’s first full-year Participation Commitment.
- c. The value of Participation Commitment expenditures and activities may, with approval of FFSL, carry-over to the next calendar year.
- d. With the Director’s approval, or approval of a designee, the value of capital improvement actions may carry-over for up to five (5) years and the value of non-capital improvement actions may carry-over for up to three (3) years.
- e. The Participating Entity must receive written approval from the Director, or designee, before pursuing carry-over for a specific action or activity under this Section III(4).
- f. Amounts reported annually in excess of Participation Commitment do not carry-over without written approval from the Director, or designee, under this Section III(4).

5. Reporting.

- a. The Participating Entity shall record and account for its Participation Commitment actions and expenditures in UWRAP.
- b. The Participating Entity shall provide an annual accounting of its activities and expenditures to FFSL for review and approval in the manner and form specified by FFSL.
- c. The Participating Entity shall account for, track, and report any year-to-year carry-over under Section III(4) of this Agreement in UWRAP.
- d. FFSL may review and verify records related to the Participating Entity’s Participation Commitment at any time.
- e. FFSL may reject records related to the Participating Entity’s Participation Commitment deemed by FFSL to be unverifiable, incorrect, or not approved in the Participating Entity’s signed Participation Commitment Statement.

6. Calculation.

- a. FFSL shall calculate the Participation Commitment based on a wildfire risk assessment by acres (the “Risk Assessment”), conducted by FFSL, and the historic fire cost average (“Fire Cost Average”) in the Participating Entity’s jurisdiction, pursuant to Utah Administrative Code R652-122.
- b. The Risk Assessment calculation shall be adjusted for inflation using the Consumer Price Index.
- c. FFSL shall calculate the Fire Cost Average based on historic suppression costs accrued within the Participating Entity’s

jurisdiction. The Fire Cost Average shall only include wildland fire suppression costs accrued and paid by FFSL on behalf of a Participating Entity within the Participating Entity's jurisdiction. The Fire Cost Average may include State-paid costs after Delegation of Fire Management Authority and Transfer of Fiscal Responsibility has occurred within the Participating Entity's jurisdiction.

- d. The Fire Cost Average shall be calculated on a rolling, ten-year average, dropping the highest and lowest cost years and adjusting for inflation using the Consumer Price Index. Each ten-year average shall contain eight data points.
7. Appeals.
 - a. Where permitted by Utah Administrative Code R652 and within ninety (90) days of the occurrence, the Participating Entity may appeal a decision regarding its Participation Commitment by submitting to the Director a written appeal that states the reasons for the appeal.

IV. Initial Attack.

1. The Participating Entity shall have primary responsibility for Initial Attack ("IA") on all nonfederal lands within the response area of the Participating Entity or within the response area of any delegee of the Participating Entity.
2. IA may include different resources based on fire danger, fuel type, values to be protected, and other factors.
3. Pursuant to Utah Code Sections 65A-8-202–202.5 and in accordance with this Agreement, FFSL shall determine reasonable and effective wildfire IA by verifying that the Participating Entity has adequate resources and equipment to manage IA.
4. The Participating Entity shall have financial responsibility for all IA costs within its jurisdiction, other than aviation costs.
5. FFSL shall have financial responsibility for all IA aviation costs.

V. Delegation of Fire Management Authority and Transfer of Fiscal Responsibility.

1. Delegation of Fire Management Authority and the transfer of fiscal responsibility to FFSL for a wildland fire shall occur simultaneously with one of the following events:
 - a. The involvement of state-owned or federally-owned lands in the wildland fire;
 - b. The order, beyond pre-planned dispatch, of firefighting resources through an Interagency Fire Center;
 - c. The request of the Participating Entity with jurisdiction through its local fire official on scene with authority to do so; or
 - d. The decision of the Director, after consultation with local authorities.

2. Upon Delegation of Fire Management Authority to FFSL, FFSL, or its designee, shall be the primary incident commander in a unified command environment with the agency having jurisdiction.
3. Deployment of aviation assets on pre-planned dispatch, as established by the State, does not cause an automatic Delegation of Fire Management Authority.

VI. Extended Attack.

1. Immediately upon Delegation of Fire Management Authority, the incident commander shall record a timestamp via radio with the Interagency Fire Center servicing the incident.
2. The Crew Time Report (“CTR”) or Shift Ticket of all resources not covered by a no-cost local agreement, such as an automatic aid system or other inter-local agreement, shall also reflect the timestamp recorded in Section VI(1).
3. Immediately upon Delegation of Fire Management Authority, a new CTR or Shift Ticket shall be started for all resources to be used in the Extended Attack.
4. All incident commanders named on the incident organizer shall sign delegation documentation. Resource needs shall be reevaluated in the transition from IA to Extended Attack.
5. Upon Delegation of Fire Management Authority, and if the Participating Entity is compliant with relevant statutes, regulations, and the terms of this Agreement, FFSL shall be financially responsible for wildland fire suppression costs incurred beyond IA.

VII. Wildland Fire Response Training and Certification.

1. The Participating Entity shall ensure Firefighters providing IA within the Participating Entity’s jurisdiction are trained in NWCG S130 Firefighter Training and S190 Introduction to Wildland Fire Behavior.
2. The Participating Entity shall ensure firefighters providing IA within the Participating Entity’s jurisdiction have completed RT130 Annual Fireline Safety Refresher Training prior to each statutory “closed fire season,” as defined in Utah Code Section 65A-8-211.
3. Upon Delegation of Fire Management Authority, FFSL may release from IA, or reassign to other firefighting duties, any Firefighter not certified as a NWCG Wildland Firefighter II.

VIII. Wildland Fire Response Equipment Standards.

1. The Participating Entity shall ensure engines, water tenders, hand tools, and water handling equipment used for response to wildland fire on nonfederal land within the Participating Entity’s jurisdiction meet the National Wildfire Coordinating Group standards and, if applicable, the FFSL Fire Department Manual standards.

IX. Wildland Fire Cost Recovery Actions.

1. Pursuant to Utah Code Title 65A and Utah Administrative Code R652, and when an investigation reasonably shows a person or persons started a wildfire by acting in a negligent, reckless, or intentional manner, the Participating Entity shall initiate a civil action to recover all wildland fire costs incurred for a particular wildland fire (“Cost Recovery Action”), except for when Delegation of Fire Management Authority has occurred. FFSL may assist the Participating Entity in a Cost Recovery Action under this Section IX(1).
2. The Participating Entity shall notify FFSL once it has initiated a Cost Recovery Action.
3. If the Participating Entity recovers from a Cost Recovery Action, the Participating Entity shall provide to FFSL documentation verifying wildland fire costs by the Participating Entity and the legal costs incurred for the Cost Recovery Action.
4. The Participating Entity may retain costs recovered up to and not exceeding its incurred wildland fire costs—including legal fees in pursuing the Cost Recovery Action. All other recovered costs shall be tendered to FFSL for distribution amongst other entities with incurred suppression costs.
5. The value of costs incurred and recovered by the Participating Entity may reduce the Participating Entity’s Historic Fire Cost Average and Participation Commitment.
6. FFSL may initiate a Cost Recovery Action at any time, including when Delegation of Fire Management Authority has occurred and upon notice by the Participating Entity under Section IX(4).

X. Probation Status.

1. At the end of each calendar year, FFSL shall review the Participating Entity’s compliance with the terms of this Agreement.
2. If the Participating Entity is out of compliance, FFSL shall place the Participating Entity on “Probation Status” and provide the Participating Entity with a “Probation Notice” including:
 - a. Notice of the Probation Status;
 - b. The reason for the Probation Status;
 - c. The action(s) the Participating Entity must take to remedy the Probation Status; and
 - d. The time frame within which the Probation Status may be remedied.
3. If the reason for the Probation Status is the Participating Entity’s failure to fulfill its Participation Commitment for the previous calendar year:
 - a. The Participating Entity shall fulfill its Participation Commitment for the previous year and its Participation Commitment for the current calendar year within the Probation Notice time frame;
 - b. FFSL shall credit the Participating Entity’s Participation Commitment expenditures and actions toward the Participating

- Entity's outstanding obligation before it may credit the expenditures and actions toward the current obligation;
- c. FFSL may, based on evidence of a good faith effort to comply with Section X(3)(a) and at the sole discretion of FFSL, extend the Probation Notice time frame if the underlying noncompliance is not timely remedied; and
 - d. FFSL shall lift the Probation Status if the underlying noncompliance is remedied within the Probation Notice time frame.
4. If the reason for the Probation Status is the Participating Entity's noncompliance with one or more terms of this Agreement, apart from a failure to fulfill its Participation Commitment:
 - a. The Participating Entity shall remedy the underlying noncompliance that led to the Probation Status within the Probation Notice time frame;
 - b. FFSL shall lift the Probation Status if the underlying noncompliance is remedied within the Probation Notice time frame; and
 - c. FFSL may, pursuant to Section XI, revoke this Agreement if the underlying noncompliance is not remedied within the Probation Notice time frame.
 5. For the duration of the Probation Status, this Agreement remains valid.

XI. Revocation.

1. FFSL may revoke this Agreement by providing written notice to the Participating Entity no later than forty-five (45) days from the start or end of the statutory fire season, as defined in Utah Code Section 65A-8-211.
2. If the Participating Entity signed and returned the Annual Participation Commitment Statement to FFSL, a revocation by FFSL shall be effective in the calendar year following the year the Annual Participation Commitment Statement was signed and returned.
3. The Participating Entity may revoke this Agreement by:
 - a. Providing written notice to FFSL of its intent to revoke this Agreement; or
 - b. By failing to sign and return the Annual Participation Commitment Statement to FFSL, unless a written extension for return has been granted by FFSL.
4. Any revocation of this Agreement is considered a termination of the Agreement.
5. If either FFSL or the Participating Entity revokes this Agreement, the Participating Entity may only enter into a new CWS cooperative agreement with FFSL if the Participating Entity meets the requirements under Utah Administrative Code R652-121 and the Participating Entity pays FFSL all outstanding wildland fire suppression costs in full.

6. If FFSL revokes this Agreement after the Participating Entity was placed on Probation Status, the Participating Entity shall be responsible for all costs of wildland fire suppression incurred by FFSL within the Participating Entity's jurisdiction from the date of the Probation Notice to the revocation of this Agreement.
7. A revocation of this Agreement by FFSL may be informally appealed to the Director within thirty (30) days of the notice of revocation being provided.

XII. Renewal, Amendment, and Compliance with Applicable Laws.

1. If neither FFSL nor the Participating Entity revoke this Agreement under Section XI, this Agreement may renew for a consecutive five (5) year term.
2. There is no renewal limit.
3. The terms of this Agreement may be amended at any time by written agreement, signed by the Parties.
4. The terms of this Agreement shall be subject to and, at the end of each five (5) year term, amended as necessary to comply with Utah Code Title 65A and Utah Administrative Code R652.
5. This Agreement is made pursuant to the provisions of all applicable laws and subject to the rules and regulations of the departments and agencies of the State of Utah presently in effect and to such laws, rules, and regulations as may be hereafter promulgated.

XIII. Community Wildfire Preparedness Plan.

1. The Participating Entity shall adopt a Community Wildfire Preparedness Plan ("CWPP") or, subject to FFSL's approval, equivalent wildland fire preparedness plan.
2. Following adoption, the Participating Entity shall update the CWPP or equivalent wildland fire preparedness plan at least every five (5) years from initial adoption.
3. The Participating Entity shall implement prevention, preparedness, and mitigation actions identified in its CWPP or equivalent wildland fire preparedness plan.

XIV. Wildland Urban Interface.

1. The Participating Entity has adopted the Utah Wildland Urban Interface Code, as defined in Utah Code Section 65A-8-401.
2. The Participating Entity shall annually report on enforcement of the wildland urban interface building standards adopted by the Participating Entity.
3. If the State adopts a different version of the Code, the Participating Entity shall adopt within two years the same version of the Code.
4. The Participating Entity designates the following position as responsible to enforce the WUI code: _____.

5. The Participating Entity shall provide to FFSL the map of the zone where the wildland urban interface building standards are enforced. If the Participating Entity makes changes to the map they shall provide to FFSL the current map within 90 days of adoption.
6. The Participating Entity shall comply with all statutes, regulations, policies, and other requirements relating to wildland urban interface property, including those requirements agreed to by the Parties in the Wildland Urban Interface Agreement. *See Exhibit B.*
7. If the Participating Entity chooses to perform lot assessments under the High Risk Wildland Urban Interface program, they must do so in accordance with policy established by FFSL.

XV. Miscellaneous.

1. This Agreement is governed by the laws, rules, and regulations of the State of Utah. Any action or proceeding arising from this Agreement shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
2. At all times during this Agreement, the Participating Entity shall comply with all applicable federal and state constitutions, laws, rules, codes, orders, and regulations, including applicable licensure and certification requirements.
3. The Participating Entity shall be fully liable for the actions of its agents, employees, officers, and partners and shall fully indemnify, defend, and hold harmless FFSL and the State of Utah from all claims, losses, suits, actions, damages, and costs of every name and description arising out of the Participating Entity's performance of this Agreement to the extent caused by any intentional wrongful act or negligence of the Participating Entity, its agents, employees, officers, or partners, without limitation; provided, however, the Participating Entity shall not indemnify for that portion of any claim, loss, or damage arising hereunder due to the fault of FFSL. In the event there is a conflict between this provision and Utah Code Sections 65A-8-101-403 or other provisions of State law, State law shall govern. The Parties are governmental entities under the Utah Governmental Immunity Act (the "Immunity Act"). Nothing contained herein shall be construed in any way to modify the limits of liability set forth in the Immunity Act or the basis for liability as established in the Immunity Act. Nothing contained herein shall be construed as a waiver by any Party of any defenses or limits of liability available under the Immunity Act and other applicable law. The Parties maintain all privileges, immunities, and other rights granted by the Immunity Act and all other applicable law.
4. The Participating Entity agrees to abide by the following federal and State employment laws, including: (i) Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e), which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services on the

basis of race, religion, color, or national origin; (ii) Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; (iii) 45 CFR 90, which prohibits discrimination on the basis of age; (iv) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities; and (v) Utah's Executive Order 2019-1, dated February 5, 2019, which prohibits unlawful harassment in the workplace. The Participating Entity further agrees to abide by any other laws, regulations, or orders that prohibit the discrimination of any kind by any of the Participating Entity's employees.

5. The Participating Entity may not assign, sell, transfer, subcontract, or sublet rights, or delegate any right or obligation under this Agreement, in whole or in part, without the prior written approval of FFSL.
6. A waiver of any right, power, or privilege shall not be construed as a waiver of any subsequent right, power, or privilege. No waiver of any term of this Agreement is valid unless in writing.
7. The invalidity or unenforceability of any provision, term, or condition of this Agreement shall not affect the validity or enforceability of any other provision, term, or condition of this Agreement, which shall remain in full force and effect.
8. This Agreement may only be modified by the mutual written agreement of the Parties. If modified, the modification will be attached and made part of this Agreement.
9. This Agreement, including all Exhibits—namely the County Fire Warden Agreement and the Wildland Urban Interface Agreement—constitute an integration and form the entire agreement between the Parties, and supersede any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.
10. In the event of any conflict or disagreement between this Agreement and any applicable statute or regulation, the statute or regulation shall control.

SIGNATURES ON FOLLOWING PAGE

UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS

FFSL Area Manager Signature Name Date

State Forester/Division Director Signature Name Date

PARTICIPATING ENTITY

Chief Executive Signature Name Date

**APPROVED AS TO FORM
UTAH ATTORNEY GENERAL'S OFFICE**


[Connor Arrington \(Jan 15, 2026 13:28:38 MST\)](#) **Connor Arrington** 01/15/2026

Assistant Attorney General Signature Name Date

MORGAN COUNTY PUBLIC DEFENDER CONTRACT

This Agreement is made and entered into this 20th day of January, 2026, by and between Morgan County, a political subdivision of the State of Utah, hereinafter referred to as the "County", and McKay Law Group, hereinafter referred to as "McKay".

RECITALS

WHEREAS, pursuant to the Indigent Defense Act, as set forth in Title 78B, Chapter 22 Utah Code Ann., County has the responsibility to provide legal counsel to every indigent person who faces the substantial probability of deprivation of his or her liberty; and

WHEREAS, McKay has attorneys that are members of the Utah State Bar Association in good standing and admitted to practice law before the courts of the State of Utah; and

WHEREAS, McKay has experienced indigent defense attorneys and is willing to provide such services to County pursuant to the terms of this Agreement; and

WHEREAS, County has determined that it is in its interest to contract with McKay for the provision of indigent defense services;

NOW THEREFORE, for the reasons and purposes recited above, and in consideration of the mutual covenants and agreements contained herein, the parties do mutually agree and undertake as follows:

SECTION ONE EFFECTIVE DATE AND TERM

1. This Agreement shall take effect on January 20, 2026.
2. This Agreement shall remain in effect through January 19, 2028, with an option to extend for one additional year upon written mutual agreement of the parties.
3. Either party may terminate this Agreement at any time by giving at least 120 days written notice of its intent to withdraw from the Agreement.

SECTION TWO SCOPE OF SERVICES

4. McKay shall provide all services under this Agreement in compliance with Title 78B, Chapter 22, Utah Code Annotated, including §§ 78B-22-201 through 78B-22-304, as amended, and in accordance with all applicable constitutional requirements and the Utah Rules of Professional Conduct. All attorneys providing services under this Agreement shall be licensed to practice law in the State of Utah and shall remain members of the

Utah State Bar in good standing throughout the term of this Agreement. McKay shall provide the following services to County:

- a. **Defense Counsel for District Court Cases.** McKay shall provide competent legal counsel to any person who is charged with a felony or a misdemeanor in the Morgan County District Court, who is deemed by the court to be indigent, and to whom the court appoints defense counsel. McKay shall represent said individuals in all criminal matters before the court including scheduling conferences, hearings, trials, probation violation hearings, restitution hearings, and all other matters to ensure adequate representation.
- b. **Defense Counsel for Justice Court Cases.** McKay shall provide competent legal counsel to any indigent person charged with a misdemeanor in the Morgan County Justice Court, who is deemed by the court to be indigent, and to whom the court appoints defense counsel to represent. McKay shall represent indigent defendants in all matters before the justice court including all hearings, trials, and de novo appeals to the District Court, and all other matters required to ensure adequate representation.
- c. **Defense Counsel for Child Welfare Cases.** McKay shall represent and provide competent legal counsel to any parent or legal guardian where the following criteria have been met:
 - i. The parent or legal guardian is involved in an abuse, neglect, dependency, contempt, or termination of parental rights proceeding brought by the Utah Attorney General's Office for the Utah Division of Family Services;
 - ii. The court has found that the parent or legal guardian is indigent pursuant to the statutory indigency guidelines; and
 - iii. The court has appointed McKay to represent the parent or legal guardian pursuant to Utah Code § 78B-22-203.
- d. **Defense Counsel for Juvenile Delinquency Cases.** McKay shall provide competent legal counsel to any minor defendant where the court appoints McKay pursuant to Utah Code § 78B-22-203. McKay shall represent such minor defendants in all matters before the court including but not limited to juvenile court probation violations hearings, order to show cause hearings, and restitution hearings.
- e. **Defense Counsel for Private Termination Cases.** McKay shall represent and provide competent legal counsel to any parent where the following criteria have been met:
 - i. The parent is involved in a termination of parental rights proceeding that was brought by a private party;
 - ii. The court has found that the parent is indigent pursuant to the statutory indigency guidelines; and
 - iii. The court has appointed McKay to represent the parent.

- f. **Appellate Counsel.** McKay shall provide the full scope of indigent services up to and including the filing of notice of appeal and docketing statement, but shall not be responsible for any briefs, hearings, or other indigent services on appeal from the District Court.

SECTION THREE COMPENSATION

5. County shall pay McKay \$4,000.00 per month for the services listed above in paragraphs 4(a) through 4(f) starting January 20, 2026, with payments made on a monthly basis. McKay intends to provide conflict counsel during the pendency of this Agreement. For each month McKay provides conflict counsel, County shall pay McKay \$4,500.00 per month to include conflict counsel services listed above in paragraphs 4(a) through 4(f).
6. Colton McKay is approved by the County to provide indigent defense services for the Morgan County District Court, Morgan County Justice Court, and the Morgan County Juvenile Court. McKay intends for Benjamin Gabbert to provide indigent defense services for the Morgan County Justice Court and conflict counsel. Benjamin Gabbert is provisionally approved by the County to provide indigent defense services for the Morgan County Justice Court and conflict counsel as assigned by McKay. County may rescind this provisional approval in writing delivered to McKay no later than 90 days following the effective date of this Agreement. If McKay intends to use other attorneys not outlined in the response to the RFQ, each attorney shall submit to County a resume and references. County shall approve any additional attorney through a similar process as outlined in this paragraph.
7. McKay shall submit invoices to County for each month of services and County shall pay invoices within 30 days of receipt.
8. It is understood and agreed that the total monthly cost shall be inclusive of all professional fees and expenses that may be incurred by McKay unless otherwise specified herein.
9. County agrees that if McKay is asked to represent a defendant in a capital defense case, which could result in the death penalty, a separate contract would be crafted to address compensation.
10. Costs for transcripts and reporter services shall be paid by County out of the fund established for that purpose. Requests for transcripts shall be limited, if possible, to those parts, hearings, or trials necessary to address appellate issues.
11. The parties shall discuss the monthly payment amount necessary to provide indigent defense services during the months of August and September of each year. This will allow the County to make any necessary adjustments to its budget for the following year. Adjustments to the payment amount shall go into effect on January 1st of each year.

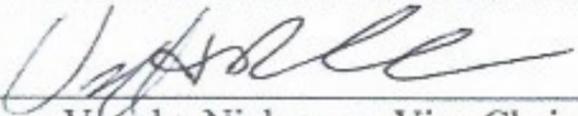
**SECTION FOUR
MISCELLANEOUS**

12. Amendment. This Agreement may be amended by written agreement of the parties.
13. Captions and Headings. The captions and headings herein are for convenience of reference only and in no way define or limit the scope or intent of any sections or provisions of this agreement.
14. Counterparts. This agreement may be executed in counterparts, each of which shall be an original and all of which together shall constitute the same instrument.
15. Documents on File. Executed copies of this Agreement shall be placed on file in the office of the keeper of the records for County and shall remain on file for public inspection during the term of the Agreement.
16. Employee Status and Legal Responsibility. McKay is an independent contractor. Nothing in this Agreement establishes an employer/employee relationship between Morgan County and McKay Law Group. McKay shall be the exclusive decision maker on how to best represent the indigent clients, with no input from the County whatsoever.
17. Entire Agreement. This Agreement shall constitute the entire Agreement between the parties. Any prior agreement or understanding regarding the subject matter of this Agreement is made null and void by the execution of this Agreement.
18. Indemnification. County agrees to indemnify and hold harmless McKay against any and all liabilities, claims, costs, and liabilities arising out of or related to this Agreement that result from the wrongful or negligent acts or omissions of County. McKay agrees to indemnify and hold harmless County against any and all liabilities, claims, costs, and liabilities arising out of or related to this Agreement that result from the wrongful or negligent acts or omissions of McKay.
19. Laws of Utah. It is understood and agreed by the parties hereto that this Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.
20. Jurisdiction. The parties agree to bring any action to enforce the terms of this Agreement in the Second Judicial District Court in Morgan County, Utah.
21. Non-Assignability. Neither party shall transfer or delegate any of its rights, duties, powers, or obligations under this Agreement without the prior written consent of the other party.
22. Severability of Provisions. If any provision of this Agreement is found to be invalid or unenforceable, the remainder of the Agreement shall remain enforceable and in effect, unless the invalidation of the provision materially alters the Agreement. If the invalidation of the provision materially alters the Agreement, the parties shall negotiate in

good faith to modify the Agreement to match, as closely as possible, the original intent of the parties.

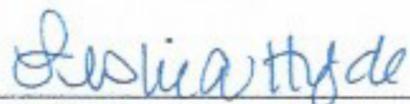
IN WITNESS WHEREOF, the parties hereto have caused this Morgan County Public Defender Contract to be duly executed, with the effective date written above.

MORGAN COUNTY COMMISSION

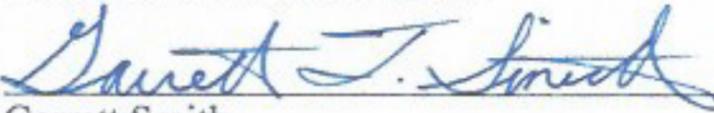
By 
Vaughn Nickerson, Vice Chair

Date: 01/20/2020

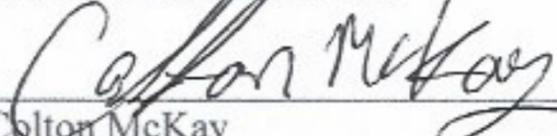
ATTEST:


Leslie Hyde
Morgan County Clerk/Auditor

APPROVED AS TO FORM:


Garrett Smith
Morgan County Attorney

MCKAY LAW GROUP:


Colton McKay
Managing Partner



UORG Committee,

The Morgan County Commissioner would like to express their strong support for the proposed trail project at Snowbasin. This project represents a valuable investment in outdoor recreation, community health, and the regional economy.

The Snowbasin area serves as an important recreational hub for Morgan County and surrounding communities. The proposed trail will provide a high-quality, shared-use opportunity for both hikers and mountain bikers, creating a much-needed space for local youth and adult teams to train, recreate, and safely enjoy the outdoors. Having a purpose-built trail system at Snowbasin will help meet growing demand and provide a reliable venue for organized practices and community use.

In addition to serving local residents, this trail has the potential to attract large regional and statewide races during the summer months. These events bring economic benefits to Morgan County and nearby communities through increased visitation, overnight stays, dining, and retail activity. Trail-based events have proven to be a powerful driver of sustainable outdoor tourism and help support local businesses well beyond race weekends.

We believe this project will enhance Snowbasin's role as a premier summer recreation destination while delivering lasting benefits to our communities. We fully support this effort and appreciate the commitment to developing trails that serve a wide range of users and contribute to the local economy.

Sincerely,

Matthew Wilson

Morgan County Commission Chair



Limit of 3 Minutes

- *Please do not repeat previously stated comments**
- *The Commission cannot respond – This is not a Q & A**
- *Please Be Respectful**

Thank you for being here!

MORGAN COUNTY RESOLUTION CR 26-13

A RESOLUTION OF THE MORGAN COUNTY COMMISSION ESTABLISHING THE MORGAN COUNTY RIFLE RANGE ADVISORY COMMITTEE TO RECOMMEND AND ADVISE ON THE FUTURE USE, SAFETY, AND DEVELOPMENT OF COUNTY SHOOTING SPORTS FACILITIES.

WHEREAS, Morgan County owns and operates a public rifle range that serves as a vital recreational amenity for residents, including local 4-H Shooting Sports clubs and law enforcement agencies; AND

WHEREAS, the Morgan County Commission recognizes that ongoing residential development may necessitate the future relocation or significant improvement of the current range to ensure long-term viability and community safety; AND

WHEREAS, previous assessments by the Morgan County Fire Warden have identified critical needs for fire mitigation, fuel break maintenance, and potential restrictions on long-range shooting during high-risk periods; AND

WHEREAS, the Commission finds it in the public interest to establish a formal body of citizens and experts to provide structured recommendations regarding range rules, fees, maintenance, and the identification of expansion opportunities.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF MORGAN COUNTY, STATE OF UTAH:

1. Establishment. There is hereby created the Morgan County Rifle Range Advisory Committee (the "Committee").
2. Purpose. The Committee shall act in an advisory capacity to the Morgan County Commission. Its duties shall include:
 - Evaluating the current site for safety, noise impact, and fire risk.
 - Developing a long-term plan for a modern shooting sports complex.
 - Reviewing and recommending updates to range fees, scheduling priorities, and operational rules.
 - Assisting in the coordination with the Utah Division of Wildlife Resources and other state agencies on range standards.
3. Membership. The Committee shall consist of 5 to 7 members appointed by the County Commission. Membership should ideally include representation from:

- The Morgan County Sheriff’s Office or local law enforcement.
 - The Morgan County Fire Warden or Fire Chief.
 - Local shooting sports organizations (e.g., 4-H Shooting Sports).
 - At-large residents of Morgan County.
4. Meetings. The Committee shall meet at such times as it deems necessary to fulfill its purpose. All meetings shall comply with the Utah Open and Public Meetings Act.
 5. Effective Date. This Resolution shall take effect immediately upon its approval and adoption.

PASSED AND ADOPTED by the Morgan County Commission this 17th day of February 2026.

MORGAN COUNTY COMMISSION:

APPROVED AS TO FORM:

Matthew Wilson, Commission Chair

Garrett Smith, Morgan County Attorney

ATTEST:

COMMISSION MEMBERS VOTING:

Leslie A. Hyde, Clerk/Auditor

	AYE	NAY	ABSENT
Michael Newton	_____	_____	_____
Vaughn Nickerson	_____	_____	_____
Blaine Fackrell	_____	_____	_____
Raelene Blocker	_____	_____	_____
Matthew Wilson	_____	_____	_____

Kate Becker

From: Erica White
Sent: Tuesday, February 10, 2026 4:22 PM
To: Kate Becker
Subject: Flood pipe needed

Kate,

The crew doing the work with the culvert expansion on Neil Kilburn's property discovered that the flood pipe we have placed under the road that attaches to the pipe we are placing on Neil's land is significantly corroded and needs to be replaced. They can do it for \$26,000 and will just be an expansion of the job they are currently doing, so to my understanding we would not need to put it out for bid. They will have to wait to replace it until the high water is done (typically around July, but due to the light winter we're having, it's likely they could get it done in May or June of this year)

If we don't replace it and it fails it will wash out the road and rebuilding that section would likely cost us around \$200k. I believe we have the funds in the flood mitigation fund, correct? Bret and I will put something together to go before the commission. I just wanted to make you aware and make sure the funds are available.

Erica White RN AEMT

EMS Director/Deputy Chief

Morgan County Emergency Manager

Morgan County Fire Department

41 N State Street

Morgan, UT 84050

801-529-2874

BID FORM

DATE:

10/8/2025

Hardscrabble Road Culvert Extension

Morgan County

To: Morgan County,

The undersigned, having examined bid documents, and having visited the site and examined the conditions affecting the work, hereby agrees to furnish all labor, equipment, and materials and perform all operations necessary to complete work as identified in this Bid Form and for the sums stipulated below:

	Description	Quantity	Units	Unit Price	Amount
1	Mobilization and Permits	1	L.S.	2,500 ⁰⁰	2,500 ⁰⁰
2	Clearing and Grubbing	1	L.S.	2,500 ⁰⁰	2,500 ⁰⁰
3	24" Dia. Reinforced Concrete Pipe	73	L.F.	75 ⁰⁰	5,475 ⁰⁰
4	4' x 4' Jct. Box w th Gate	1	Each	6,500 ⁰⁰	6,500 ⁰⁰
5	Headwall at Existing Structure (Outlet)	1	L.S.	4,000 ⁰⁰	4,000 ⁰⁰
6	Import Backfill	100	Tons	25 ⁰⁰	2,500 ⁰⁰
7	Restore Topsoil	1	L.S.	1,500 ⁰⁰	1,500 ⁰⁰
TOTAL					24,975 ⁰⁰

Company

J. W. Wilson & Sons

Submitted by

John W.

Date

11/1/25



Morgan County

EMPLOYEE HANDBOOK



Last updated: February 2026



Welcome

Welcome to Morgan County! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Morgan County's goals.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.

This manual is provided to you as a reference guide regarding Morgan County Policies and Procedures. Please read it carefully and refer any questions regarding this policy to the Morgan County Leadership. These policies and procedures, as well as the benefits provided by Morgan County to its employees, may be amended from time to time by action of the Morgan County Commission. The Morgan County Commission reserves the right to amend, alter, or revoke any policy, practice, benefit, or employment condition, at any time, or for any reason, with or without notice.

This manual supersedes all previous editions or copies of the Morgan County Policies and Procedures Manual, Personnel Policy Manual, or manuals by any other name or designation dealing with personnel items in Morgan County

Except for the Morgan County Commission, no Department Head/Elected Official or supervisor has the authority to vary the terms of this policy manual or to make any agreement regarding employment with the County. Any office departmental procedures, manuals, materials, directives, or policies are void when they are in conflict with the Morgan County Policies and Procedures Manual. The Morgan County Commission has the sole authority to make agreements regarding County employment.



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Message from the Commission

As a valued employee, you will find your employment to be both rewarding and challenging as you advance your career interests and help meet the County's objectives. Your unique talents and abilities are extremely valuable to us, and we look forward to our successful association.

While there is no single rule that can guarantee success in any business, there are certain fundamentals that largely determine an individual's progress. Most important is how well you do your job and maintain good working relationships.

A person who uses his or her working hours to the best advantage, pays attention to detail, sees a job through with a minimum of supervision, and is ready and willing to accept greater responsibilities as opportunities occur, is more likely to succeed. Qualities such as initiative, mental alertness, the ability to get along with people, a cooperative attitude, and personal appearance are important. To continually improve County operations, we ask that you be flexible and open to change.

We hope you will feel like a valuable part of our organization. We encourage you to show interest in Morgan County so you will not only be a credit to its operation but will also gain for yourself a true sense of well-being and job satisfaction.

You play a critical role in meeting the public's needs. It takes the combined efforts of all of us to ensure our continued success.

We created these guidelines to promote sound management practices, as well as to help create an environment where employees can grow and succeed. Please familiarize yourself with the guidelines. They answer many common questions and will help you understand Morgan County's expectations. Also, please sign and return the Employee Handbook Acknowledgement Form found at the beginning of the handbook.

These policies and procedures ("the Policy") have been prepared to comply with posting and notice requirements pertaining to various employment laws, to provide information



regarding employment with Morgan County, and to communicate desired goals and expectations relating to our workforce.

Employment with Morgan County is subject to County ordinances, policies, practices, and procedures as well as state law, Federal Law, and constitutional limitations on the County as a governmental entity. This Policy does not limit, affect, or alter any legal or constitutional rights the County or its employees may have.

Nothing in this Policy creates a contract of employment or any contractual rights, express or implied. Only a written agreement signed by the County's authorized officials, or rights created by state or Federal Law or duly enacted County ordinance, may create contractual employment rights.

Employees are responsible for reading and being familiar with the contents of this Policy and any updates to it. The County will provide notice of changes by posting them on the County website, sending e-mail notifications, or distributing revised copies. Continued employment constitutes acknowledgment of the employee's responsibility to stay informed about and comply with the most current version of this Policy.

This Policy cannot and does not address all circumstances and situations in which Morgan County employees might find themselves, nor does it describe all policies, procedures, and practices that might affect the employment relationship.

This Policy applies to all County employees unless a statute, ordinance, written contract approved by the County's authorized governing or appointing authority states otherwise.

Unless expressly stated, this Policy does not apply to independent contractors, vendors, volunteers, elected officials, or appointed board/commission members.

Department policies may supplement this Policy but may not conflict with it. If a conflict exists, this Policy controls unless law provides otherwise.

No individual or other representatives of Morgan County, other than the Morgan County Commission, has the authority to enter into any agreement for employment for a specified period or make any agreement contrary to the Policy. No oral statements or representations can, in any way, change or alter the provisions of this handbook.

If you have questions or need help understanding the Policy, please speak with your Department Head/Elected Official or supervisor.



Employment Practices

Employment at Morgan County is considered at will except as required by statute.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as may be protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment.



Equal Employment Opportunity

Morgan County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act

Morgan County is committed to complying with Title VII of The Civil Rights Act of 1964, as amended, and the Age Discrimination in Employment Act, as amended. In accordance with these acts, Morgan County and its employees will not discriminate in employment opportunities or practices on the basis of: race, color, religion, sex, pregnancy, pregnancy-related conditions, childbirth, national origin, age, if the individual is 40 years of age or older, gender identity, or sexual orientation.

Titles VI of the Civil Rights Act of 1964

Morgan County is committed to complying with Titles VI of the Civil Rights Act of 1964 and will not exclude individuals from participating in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, or national origin, under any program or activities for which the County has received any federal financial assistance.

Americans with Disabilities Act of 1990 (ADA) and Utah Antidiscrimination Act

Morgan County is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Morgan County's policy to provide reasonable accommodation for qualified individuals with disabilities unless the accommodation would impose an undue hardship on the County. Morgan County prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability, perceived or actual, or because an employee has requested a



reasonable accommodation. Morgan County and all of its employees are expected to comply with the ADA, as amended, and the Utah Antidiscrimination Act, as amended.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment, unless the accommodation would impose an undue hardship on the County. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The County will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as required by law.

It is the policy of Morgan County to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Morgan County prohibits retaliation against employees for exercising their rights under the ADA or the Utah Antidiscrimination Act. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Genetic information Nondiscrimination Act of 2008 (GINA)

Morgan County is committed to complying with GINA and will not use genetic information of an individual in the hiring process or to affect the terms, conditions, privileges, benefits, or termination of employment unless there is a legitimate job-related need that is consistent with business necessity or as otherwise mandated by law. The County will not require collection or disclosure of genetic information prior to a conditional offer of employment. "Genetic information" is information about genes, gene products or inherited characteristics that may derive from the individual or a family member.

Equal Pay Act

Morgan County is committed to providing equal pay to its employees and to comply with the Equal Pay Act. Morgan County will not base any pay decision on the basis of race, color, religion,



sex, national origin, age, or disability. This Policy provides that those employees of the County are compensated on the basis of equal pay for equal work.

Commitment to Diversity

Morgan County is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the County and are valued for their skills, experience, and unique perspectives.

Immigration Reform and Control Act (I-9)

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Morgan County is committed to employing only individuals who are legally authorized to work in the United States. Morgan County does not discriminate based on citizenship or national origin.

Other Workplace Accommodations

The County provides reasonable workplace accommodations in the following circumstances:

Religions Accommodation

The County respects the sincerely held religious beliefs and practices of all employees and will make, on request, a reasonable accommodation(s) for such observances when a reasonable accommodation is available and does not create an undue hardship for the County.

Pregnancy Accommodation

The County will make, on request, a reasonable accommodation to qualified individuals related to pregnancy, childbirth, or related conditions when a reasonable accommodation is available and does not create an undue hardship for the County.

Breastfeeding Accommodation

Unless compliance would create an undue hardship, the County will, on request, provide for at least one year after the birth of a public employee's child: reasonable breaks for each time the public employee needs to breast feed or express milk; a room or other location, other than a bathroom or toilet stall, that is clean and sanitary, provides privacy shielded from view of and intrusion from coworkers or the public, and that has an outlet;



and a reasonable means of storage. The County is not required to permit an employee to have the employee's child at the workplace for purposes of accommodation.

To request an accommodation, employees should contact the County's HR Manager to begin the discussion and interactive process. This may include discussing specific needs, limitations, and possible accommodation that may be needed.

The County reserves the right to require documentation or more information to assist the County in evaluating accommodation requests, including, but not limited to, verification from religious leaders or medical providers; guidance from job accommodation consultants and advocates; and tools available under the Family and Medical Leave Act including obtaining 1st, 2nd, and 3rd opinions as permitted by law.

Harassment, Violence, and Retaliation

It is Morgan County's policy to prohibit employees from engaging in unwelcome verbal or physical conduct based on race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated.

Employees may not be retaliated against for engaging in legally protected activity, including complaining of or reporting sexual or any other harassment or discrimination prohibited by this Policy.

Employees who experience or observe harassment must promptly report it to their manager or to HR, regardless of whether they have spoken with the individual engaging in the conduct, consistent with the Complaint Procedure below. Reports must be made even if the conduct occurs outside the workplace or is committed by a manager, elected official, coworker, customer, vendor, or any other person connected with County employment.

Employees who engage in harassment, retaliation, or knowingly fail to take appropriate action in response to a report may be subject to disciplinary action, up to and including termination, consistent with the County's disciplinary policy.



Unlawful Harassment

Unlawful harassment is unwelcome conduct that is tied to a legally protected status that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; is made a term or condition of employment, either explicitly or implicitly; or is used as a basis for employment decisions;

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law. County employees who engage in harassment may be subject to disciplinary action up to and including termination

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.
- Such conduct is severe or pervasive enough to create a hostile or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;



- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate Morgan County's policy. County employees who engage in sexual harassment may be subject to disciplinary action up to and including termination.

Workplace Violence and Prohibited Conduct

Workplace violence includes threats, intimidation, or acts of aggression that create a hostile or unsafe working environment. The County will not tolerate violent, abusive, or threatening behavior on the part of its employees in the work environment. Employees should report instances of violent, abusive, or threatening behavior to their supervisors or HR immediately. Any employee involved in situations where there is fear of physical violence or where someone has made verbal threats of physical violence should immediately notify the appropriate supervisor or Department Head/Elected Official. If there is a threat of immediate danger, the employee should immediately notify the Sheriff's Office.

County employees who engage in violent, abusive, or threatening behavior may be subject to disciplinary action up to and including termination.

Morgan County also will not tolerate bullying. The County defines bullying as repeated unfair mistreatment of one or more people by one or more perpetrators. It is abusive conduct, beyond mere oversight and management of an employee and their performance, that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates Morgan County's values, which include that all employees will be treated with dignity and respect.

Examples

The following are examples of prohibited bullying:

- **Verbal abuse.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.



- **Physical abuse.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Prohibited Gestures.** Nonverbal gestures that can convey threatening messages.

Individuals who feel they have experienced workplace violence or other prohibited conduct should report this to their supervisor or to HR immediately. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Morgan County to take appropriate action.

Complaint Procedure

If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor, Department Head, or Elected Official, the HR manager, County Manager, or any other member of management with whom they feel comfortable bringing such a complaint. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are required to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. An investigation may include, but is not limited to, interview(s) with the complainant(s), witness(es), and accused person(s), as well as review of any relevant evidence. A timely resolution of each complaint should be reached and communicated to the parties involved. A resolution may not always be discussed with all parties in certain cases.

If the investigation confirms conduct that violates this policy has occurred, Morgan County will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Whistleblower Protection

Morgan County is committed to operating with integrity and in compliance with all applicable laws. In accordance with the Utah Protection of Public Employees Act (Utah



Code § 67-21-1 *et. seq.*) and the Whistleblower Protection Act (5 U.S.C. § 2302), as applicable, employees are protected from retaliation for reporting in good faith any of the following:

- Violations of law, rule, or regulation;
- Gross mismanagement;
- Abuse of authority;
- Waste of public funds;
- Danger to public health or safety.

Employees who reasonably believe that such a violation has occurred are encouraged to report their concerns to:

- Their immediate supervisor;
- Department Head or Elected Official;
- Human Resources;
- The County Commission; or
- Directly to the Utah State Auditor’s Office or relevant oversight body.

Morgan County will not tolerate retaliation against any employee who, in good faith, reports suspected misconduct or participates in an investigation. Retaliation includes any adverse employment action, such as termination, demotion, harassment, or denial of promotion.

Employees who feel they have been retaliated against for whistleblower activity may file a grievance with the Career Service Review Office or take action under Utah Code § 67-21-4.

If you have questions about whistleblower protections, please contact Human Resources.



Conflicts of Interest and Confidentiality

Conflicts of Interest

Morgan County employees must avoid conflicts of interest. The County expects all employees to conduct themselves and County business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. The County recognizes that many potential conflicts of interest do not constitute actual conflicts or may be acceptable with proper disclosure, evaluation, oversight, and safeguards.

Utah Code 17-16a-101, County Officers and Employees Disclosure Act, requires employees to make certain disclosures annually. The relationships described below are prohibited conflict-of-interest relationships unless the required disclosures are made. If the required disclosures are made, the relationships are allowed:

All County officers must disclose whether they receive any compensation or benefit, or agree to receive any compensation or benefit, for assisting a person or a business in a transaction involving the County. Employees must file a disclosure form with the County's Human Resources officer or other official identified by ordinance or policy, and must also inform their supervisor. *See Utah Code § 17-16a-5.*

All County officers must disclose when they are an officer, director, agent, owner, investor, or employee of a business regulated by the County (for example, a business that requires a County license, permit, or other regulatory approval). Disclosure must be made on a disclosure form and filed with the County's Human Resources officer or other official identified by ordinance or policy. *See Utah Code § 17-16a-6.*

All County officers must disclose when they are an officer, director, agent, owner, investor, or employee of a business that contracts with, sells to, or otherwise conducts business with the County. Disclosure must be made on a disclosure form and filed with the County's Human Resources officer or another official identified by ordinance or policy. *See Utah Code § 17-16a-7.*

All officers who have a personal interest or investment that creates a potential or actual conflict of interest between the officer's personal interests and public duties shall disclose on a disclosure form and filed with the County's Human Resources officer or other official identified by ordinance or policy. *See Utah Code § 17-16a-8.*



Utah Code Section 17-16a-13 requires all elected officials to complete a conflict-of-interest disclosure form each year. This form shall disclose any potential conflicts of interest the elected official may have, including any companies they are associated with that currently do or may potentially do business with Morgan County. All employees have an obligation to conduct County business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the County's business dealings. For purposes of this conflict-of-interest policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. If a situation arises in which there is a potential conflict of interest by an employee, the employee should discuss this with a manager or supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Holding a substantial interest in, or participating in the management of, a firm to which the County makes purchases.
2. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
3. Participating in civic or professional organization activities in a manner that divulges confidential County information.
4. Misusing privileged information or revealing confidential data to outsiders.
5. Using one's position in the County or knowledge of its affairs for personal gain, including making promises or using one's position to intimidate others
6. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of County business.

Confidential Information

The protection of confidential information is vital to the interests and success of Morgan County. Employees shall not disclose or use confidential information acquired through employment for personal gain or for purposes other than official County business. Confidential information includes, but is not limited to: (1) private records under the Government Records Access and Management Act (GRAMA); (2) personnel files or other employee records; (3) legal matters, including attorney–client privileged information; and (4) other sensitive County information not intended for public release. This list is not exhaustive. Employees are expected to safeguard all



information that a reasonable person would understand to be confidential, sensitive, or protected by law or policy.

An employee who improperly uses or discloses confidential County information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from media outlets must be referred to the County Administrative Manager.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.



Employment Relationship

Employee Expectation of Privacy

It is Morgan County's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the County and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on County premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, up to and including termination.

Employees are expected to make use of County facilities only for County business. Accordingly, materials that appear on County hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the County at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on County property. Morgan County regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

As part of its security measures and to help ensure a safe workplace, Morgan County has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, etc.

Background Screening and Investigations

Morgan County may conduct pre- and post-offer screenings and background investigations as appropriate to the position. These may include verification of employment history, education, references, driving records, criminal history, or other job-related inquiries. Applicants and employees for the sheriff's office, safety-sensitive positions, or positions of trust may be subject to more extensive background investigations in accordance with applicable law and departmental procedures.

The County may consider criminal convictions in employment and reassignment decisions where job-related and consistent with business necessity. Arrests without conviction will not be considered. In making decisions, the County may review the nature and seriousness of the offense, the duties of the position, the time elapsed since the conviction, and evidence of



rehabilitation. Final employment decisions rest with the County Commission (or designee). When disqualification is based on information from a consumer report, the County will provide notice consistent with applicable law.

Information obtained through such screenings is confidential and will be shared only with individuals involved in employment decisions.

County Library Criminal Background Check Policy

Pursuant to Utah Code Section 9-7-218, as amended, the Morgan County Library (the “Library”) will require criminal background checks on all employees of a “qualifying position” who have significant contact with minors. Those positions having significant contact are defined as:

- The Children’s Librarian and any assistants or staff members who conduct story times of children’s programming on a regular, non-emergency basis. An example of an emergency basis would be the acute illness or inability of a scheduled staff member to perform the staff member’s assigned duties for an event or over a brief period of time (no more than three consecutive events).
- The Young Adult Librarian and any assistants or staff members who plan and carry out readings, programming, parties, events, and the like on a regular or semi-regular, non- emergency basis.

Unless otherwise identified, circulation clerks, pages, custodial staff, and cataloging and technical service staff are exempted from criminal background checks as defined by this Policy.

Current staff meeting the above criteria shall be subject to a criminal background check beginning June 1, 2024. Background checks will be conducted through Utah’s Sex/Kidnap/Child Abuse Offender Registry as well as the National Sex Offender Registry. Beginning June 1, 2024, all persons considered for hire of a qualifying position by the Library shall be subject to a criminal background check prior to an offer of employment.

Any individual who is denied employment or dismissed from employment because of information obtained through a criminal background check shall receive written notice of the reasons for denial or dismissal and shall have an opportunity to respond to the action. Response from the denied or dismissed party must be written and received by the Morgan County Attorney’s Office within thirty (30) days of the notice of denial or dismissal.



Reasons for denial of employment or dismissal from employment under this provision may include, but are not limited to:

1. The employee or applicant is required to register as a sex offender in accordance with Title 77, Chapter 41, Sex, Kidnap, and Child Abuse Offender Registry.
2. Information obtained through the criminal background check includes a conviction or guilty plea, including a plea held in abeyance, or currently pending charges for a serious offense including but not limited to a felony; a misdemeanor; a sexual offense; an act or acts of violence; an act or acts of terror; illegal possession, use, or distribution of any drug, alcohol, or controlled substance; the use of library patron information to contact minors for a non-library purpose.

This policy will be reviewed each year to ensure compliance.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Morgan County classifies its employees as shown below. Morgan County may review or change employee classifications at any time.

Exempt

Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt

Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full-time

Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part-time

Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-



time employees are eligible for some of the benefits offered by the County and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, full-time

Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the County's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part-time

Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. Any nonexempt employee who is required to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.

Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay period, employees and their supervisors must submit the time sheet attesting to its correctness before forwarding it to payroll.

Exempt employees should also complete an online timecard entering hours worked, holiday pay, or Paid Time Off ("PTO") for the appropriate days for record keeping purposes only. Exempt employees must take PTO leave in half day increments.

Overtime and Compensatory Time

It is the policy of the County to discourage a Department Head/Elected Official or supervisor from having employees work overtime except in extreme circumstances where overtime is necessary to complete an important task or assignment.



When required due to the needs of the business, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty, does not apply toward hours worked. All overtime work must be approved in advance by a supervisor or manager. Managers may not approve overtime unless it is explicitly budgeted for. Any questions about budgets may be directed to the County Clerk/Auditor.

All overtime must be approved by the Department Head/Elected Official or supervisor in advance. Working overtime without prior approval may result in discipline, but all hours worked will be compensated. The County complies with the Fair Labor Standards Act (FLSA) regarding minimum wage and overtime compensation. Unless otherwise specified, the County compensates those employees covered by the FLSA who are not exempt from its provisions by awarding compensatory time off in lieu of monetary overtime compensation at a rate of one and one-half hours of compensatory time for each hour of overtime worked

An employee with accrued compensatory time may take time off to use the compensatory time within a reasonable time after making a request so long as the time off is not unduly disruptive to the operations of the employee's department/Office. The County encourages employees to use compensatory time within a reasonable time after accruing it. Accrued compensatory time must be used before using accrued PTO. In order to keep accrued compensatory time to a minimum, the employee may be directed to use accrued compensatory time at the discretion of the Department Head/Elected Official or County Commission (i.e. without a request by the employee). Typically eligible employees shall receive compensatory time off in lieu of overtime payment in cash. Employees desiring to obtain overtime payment in cash must obtain approval from their supervisor in writing prior to end of the pay period which overtime hours are worked.

- Exempt employees are not eligible for overtime under FLSA and therefore are not eligible for compensatory time.
- Accrued compensatory time must be used or paid prior to the end of the fiscal year in which it was earned. In limited circumstances, due to scheduling or business necessity, the Department Head/Elected Official or supervisor may approve the carryover of accrued compensatory time for a period not to exceed four (4) months.
- Payment of compensatory time off shall be paid at the employee's regular rate of pay at the time the employee receives such payment.



- The County reserves the right to decline a request for compensatory time and instead pay any employee overtime compensation in cash in lieu of providing compensatory time off for any workweek or work period or for any accrued compensatory time. Employees shall be compensated for unused and accrued compensatory time in accordance with the provisions of the FLSA.
 - i. Compensatory time off will be accumulated at the overtime rate of one and one-half (1 ½) hours for every hour worked, for all overtime hours worked.
 - ii. Part-time employees do not qualify for compensatory time.
 - iii. Law enforcement, fire protection, and emergency response personnel may accrue a maximum amount of 80 hours of compensatory time; all other County employees may accrue a maximum of 40 hours of compensatory time. Employees who accrue more than their allotted maximum of compensatory time will be paid overtime at the rate of one and one-half times their regular hourly rate for each hour of overtime worked in the following pay period. Upon terminating employment, employees will be paid for unused compensatory time. The rate of pay will be the employee's current rate of pay or the average regular rate received by the employee during the last three years of employment, whichever is greater.

Work Schedules and Hours

The standard work week is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours (43 hours for Sheriffs). Office hours are 8:00 a.m. to 5:00 p.m., with a 30-minute lunch break.

Each department schedules hours to accommodate the requirements of its functions. General office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Other work schedules and shifts may operate based on various departmental and Morgan County needs. All work schedules are subject to change.

Flexible work schedules may be available from time to time temporarily when the needs of the department warrant such an arrangement. Flexible schedules need to be pre-arranged and approved by the Department Head/Elected Official or supervisor prior to its start.

Deductions from Pay/Safe Harbor Exempt Employees

Utah and federal law require that Morgan County make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. Morgan County does not



make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the FLSA. Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position. If an employee or officer has questions regarding a deduction from their compensation, they are encouraged to discuss this with the County's Human Resources office.

Paychecks

Morgan County's pay period for all employees is biweekly on Friday. If payday falls on a holiday, employees will receive their paycheck on the preceding workday. Morgan County requires that all employees receive direct deposit. No paper checks will be issued. Employees are responsible for reviewing their direct deposits for accuracy and promptly reporting any errors to HR/payroll or their supervisor.

Cost of Living and Merit Increases

Morgan County seeks to reward employees for their hard work. The purpose of this policy is to set a uniform pay structure to ensure that all employees are treated fairly and equally.

The Morgan County Commission shall approve all merit increases and cost of living adjustments. Each fall, Department Heads and Elected Officials shall submit employee performance evaluations to the County Commission to review to establish merit increases.

In almost all cases, any salary increase for an individual shall be approved at the end of the year for the following year. Department Heads/Elected Officials that seek an increase for their employees outside of this time period must submit a justification of change form to the County Commission and must present their justification at a commission meeting to be voted on.

Each year Department Heads and Elected Officials will rate each of their employees using the employee evaluation template provided to them by the Human Resources Department. Each Department Head/Elected Official should take careful consideration to determine a score for each of the categories in the performance evaluation. All scores should be rounded to the nearest 0.5.

Employees who meet job expectations should receive a score of 3. Employees who exceed job expectations should receive a score of 4. Employees who are always going above and beyond job expectations may receive a score of 5.

If an employee disagrees with their score they may request that the Human Resources department review it with their Department Head/Elected Official.



If the County Commission determines that funds are available to give increases to employees they will then determine a cost-of-living adjustment rate as well as a rate of increase for employees based on the performance reviews.

All employees who receive a score of 3 or above are eligible to receive a merit increase. The increase will be set by the commission based on the score of the individual's performance evaluation.

Employees who are not employed before April 1st will receive a prorated merit increase based on their hire date. Employees hired after October 1st will not receive a merit increase. Employees hired between April 1st and June 30th will receive 75% of the increase, and employees hired between July 1st and September 30th will receive 50% of the increase.

Pay Adjustments

To request a pay adjustment for an employee or employees, the Department Head or Elected Official must prepare information to start the request process. The Department Head or Elected Official will meet with the HR Manager to discuss an appropriate increase based on market research. The Department Head/ Elected Official will then complete a Payroll Salary and Personnel Status Action Form as well as a budget adjustment form if necessary and present it to the Commission.

A salary adjustment may be made for special conditions relating to an employee's education, experience and an evaluation of the employee's overall job performance.

An employee may be temporarily assigned to an allocated, higher-paid position upon approval by the County Commission and Human Resources. A department placing an employee in an "acting in" assignment must provide the employee with a written agreement outlining the requirements of the position. The department and employee agreement shall contain the following information.

- a. Title of the position;
- b. The effective date of the assignment;
- c. The length of the appointment;
- d. Acting in assignments are generally six months or less and may not be retroactive for a period greater than 30 calendar days;
- e. Requests for acting in extensions beyond the six months shall be, made by the Department Head or Elected Official and approved by the County Commission;
- f. Duties and responsibilities of the new assignment; and
- g. The employee's pay while acting in.

An employee's pay while acting in may be increased based on actual job responsibilities. The actual



amount of pay shall be based upon a Competitive External Market Rate. The employee's pay returns to the prior rate of pay upon completion of the assignment. Employees shall meet the minimum qualifications of the acting-in position

Full-time employees that are not engaged in "public safety" activities but are required to be on-call shall receive on-call pay for each day that they are required to be on-call. For full-time County Employees that are engaged in snow removal activities, that oncall period may range from November 1 of each year to March 31st of the following year.

On-call assignments may rotate among those employees based on County needs

Note: The Morgan County Commission may alter pay rates or compensation methods at any time at its discretion.

Temporary Employees are paid on an hourly basis and within the pay range established by Human Resources and County Commission for the position.

Temporary Employees may be granted pay increase based on budget availability in consultation with Human Resources.

Gift Cards

Morgan County strongly discourages the purchasing of gift cards with County funds. In the event an employee needs a gift card, it must be approved by the County Administrative Manager. Once the gift card has been approved the gift card should be reported to the County Clerk/Auditor's office. If the gift card is purchased to give to an employee as a reward/bonus, the gift card will be reported on their W2. If a gift card is purchased to buy items for County business, all receipts must be turned into the County Clerk/Auditor's office. If a gift card is purchased and not all the funds on the gift card have been expended, the gift card must be returned to the County Clerk/Auditor's Office. If there are any questions about the purchase of gift cards you should contact the Human Resources Department or the Clerk/Auditor's Office.

Pregnancy Related Conditions

Morgan County complies with the Pregnancy Workers Fairness Act (PWFA) as well as the PUMP Act. As such, Morgan County will make, on request, a reasonable accommodation to qualified individuals related to pregnancy, childbirth, or related conditions when a reasonable accommodation is available and does not create undue hardship to the County.

In accordance with the PUMP Act, Morgan County will, unless compliance would create an undue hardship, on request provide for at least one year after the birth of a public employee's child: reasonable breaks for each time the public employee needs to breast feed or express milk; a room or



other location, other than a bathroom or toilet stall, that is clean and sanitary, provides privacy shielded from view of and intrusion from coworkers or the public, and that has an outlet; and a reasonable means of storage. The County is not required to permit an employee to have the employee's child at the workplace for purposes of accommodation. This area is free from intrusion, available as needed, shielded from view, and functional for pumping milk. This area is not a restroom. Please speak with the HR Department to get more information about this space.

Access to Personnel Files

Employee files are maintained by the HR Department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR Department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR Office. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employee Verification and References

Employment Verification: All requests for employment verification must be directed to the HR Department.

As a general rule, Morgan County's policy regarding verification of employment is to disclose only:

- Employee's name
- dates of employment
- positions held
- salary and/or wage range

With written authorization from the employee, Morgan County will provide additional information on the amount of salary or wage last earned.

Reference requests should be directed to an Elected Official or the County Commission member or designee who had actual knowledge of the employee's work habits and status during their time of employment with Morgan County. No other individual or employee is authorized to release references for current or former employees.

Separation from Employment

In all cases of voluntary resignation, employees are asked to provide a written notice to their supervisors at least ten (10) working days in advance of the last day of work if possible. Employees



who give advance notice will be considered to have separated from the County in good standing and will be eligible for rehire.

An employee who is unable to report to work at the designated time is required to notify the department supervisor as soon as practicable but no later than the employee's scheduled start time. Employees who fail to report to work for three (3) consecutive business days without notifying the company of the absence will be considered as having voluntarily resigned as a result of job abandonment.

In most cases, HR will conduct an exit meeting on or before the last day of employment to collect all the country's property and to discuss final pay. Information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Employees who desire to retire should notify Morgan County's HR Department and Utah Retirement Systems ("URS") (where applicable) three (3) months in advance.

An employee should complete:

- Appropriate URS forms
- Work with Department head/Elected Official or supervisor for the smooth transition of work

The County may reduce its workforce due to lack of funds, lack of work, or reorganization. In determining which employees to retain, the County will consider qualifications, performance, and operational needs. Seniority may be used as a tiebreaker where employees are otherwise similarly qualified. The County may, where practical, explore alternatives such as transfer, reassignment, or demotion to minimize layoffs.

Employment of Relatives, Domestic Partners, and Friends (Nepotism)

To avoid favoritism and the appearance of impropriety, Morgan County shall restrict the hiring of relatives of current County employees, appointees, and elected officials. Morgan County complies with Utah Code section 52-3-1, *et seq.*, as amended, Prohibiting Employment of Relatives. Morgan County provides the following additional restrictions in furtherance of this Policy.



Definitions and Guidelines

1. In this section, "relative" means spouse, domestic partner, parent, child, sibling, grandparent, grandchild, in-law, uncle, aunt, nephew, niece, or household member. This includes "step" relationships and "half" relationships.
2. "Hiring," "hire," and "employment offer" also refer to transfers and other methods of appointment to a County position.
3. "Employee" includes employees, supervisors, managers, directors, elected officials, and all other individuals employed by Morgan County.
4. A "division" is defined as:
 - a. a division within an office or department, if the office or department is separated into divisions; or
 - b. an office or department, if the office or department is not separated into divisions.
5. No County employee shall hire or attempt to influence the hiring of a relative to any County position or employment paid out of County funds. Providing a referral or recommendation for a relative for a position that does not violate this policy shall not be considered an "attempt to influence," as long as the employee providing the referral or recommendation does not have any direct or indirect supervisory authority over those who make the hiring decision. Retaliation, or threats of retaliation, for hiring decisions following referrals or recommendations under this section are strictly prohibited.
6. Except as specifically allowed in this policy, an employee shall not occupy a position in the same division as a relative
7. Prior to an employment offer, HR will verify via the candidate's employment application or through the immediate supervisor that the candidate for employment will not occupy a position in the same division as a relative.
8. No County employee shall directly or indirectly supervise a relative in any County position or employment paid out of County funds.
9. No employee may be involved in any way in an evaluation of a relative for purposes of pay, benefits, promotion, or discipline.
10. When an event occurs that makes two existing employees relatives, thereby violating the provisions of this policy, the employees' supervisors and department directors (if



applicable) and human resources will work with the employees involved to consider options for resolving the violation.

- i. The initial temporary solution may be to change the employees' responsibilities, so that neither one is able to influence the other or take action that benefits or harms the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to remove anything that may indicate or appear to indicate nepotistic behavior.
 - ii. In many cases, long-term measures will be necessary, such as transfer of one or both employees to other positions or divisions.
 - iii. If one or both employees refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation, unless another reasonable solution is available.
 - iv. If there is no reasonable solution, such as no other positions are available, or the field of work does not allow transfer to another division, the employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to the supervisors and department directors (if applicable) and HR, the employees' supervisors and department directors (if applicable) will work with HR to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination, determined by the respective employees' qualifications and performance. Seniority may be used as a tiebreaker where employees are otherwise similarly qualified.
11. Failure to cooperate in attempts to resolve a situation prohibited by this policy in a mutually agreeable fashion may be deemed insubordination and may result in disciplinary action, up to and including termination.
 12. The hiring supervisor is responsible for ensuring policy compliance. Division directors are responsible for monitoring changes in employee reporting after the initial hire to ensure compliance with this policy



Exceptions and Requirements

1. Pre-existing Relationships: Unless prohibited by this paragraph or another policy, existing relationships that pre-date the effective date of this policy are not prohibited by this policy, provided the employees disclose the existence of the relationship. In the case of direct supervisory relationships, transfer of one of the employees to another position will be required. A transfer within the division may be allowed, if HR and the department director (if applicable) determine that the concerns of unfair influence or favoritism are eliminated; otherwise, a transfer outside of the division will be required.
2. Employees who are relatives before the effective date of this policy, who allow those family relationships to adversely affect the work environment, will be subject to disciplinary action in accordance with existing County policies, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities could result in more serious disciplinary measures, up to and including termination.
3. For purposes of this provision, “relative” means spouse, parent, child, sibling, grandparent, grandchild, in-law, aunt, uncle, niece, nephew, domestic partner, or any individual residing in the employee’s household.
4. An exception to this policy requires the prior written approval of the HR Manager and the County Commission. An exception may be granted only in cases where one or more of the following criteria is met:
 - a. The relative will be employed for 12 weeks or less;
 - b. The relative is the only person qualified or eligible for the position;
 - c. The relative is an unpaid volunteer.
5. When a County employee supervises a relative as a result of one or more of the exceptions listed above:
 - a. The employee who supervises a relative shall make a complete written disclosure of the relationship through a sworn statement filed with the County Commissioners. The statement must be filed when the supervisory relationship begins, and again during January of each year thereafter during which the supervisory relationship continues; and
 - b. The employee who supervises or exercises authority over a relative may not evaluate the relative's job performance or recommend salary increases for the relative.



Dating Between Employees (Fraternization)

Morgan County strives to provide a work environment that is collegial, respectful, and productive. To facilitate this, the County strongly believes it is necessary for employees to maintain clear boundaries between personal and business interactions. The County has no desire to govern employees' consensual personal relationships; however, when those relationships involve co-workers, they can, in some cases, lead to an actual or perceived conflict of interest, favoritism, harassment, sexual harassment, workplace conflict, workplace violence, or bias that provides grounds for complaints. Therefore, this Policy establishes rules for personal relationships between employees, including supervisory personnel, to prevent problems and maintain a collegial, respectful, and productive work environment.

It is the policy of Morgan County to require disclosure of personal relationships between employees, to prohibit personal relationships between employees in the same division, and to prohibit situations that create a conflict of interest due to a personal relationship

Definitions and Guidelines

1. A "personal relationship" is defined as a romantic or physically intimate relationship between individuals.
2. "Employee" includes supervisors, managers, directors, elected officials, and all other individuals employed by Morgan County.
3. A "division" is defined as:
 - i. a division within an office or department, if the office or department is separated into divisions; or
 - ii. an office or department, if the office or department is not separated into divisions.
4. An employee has a "conflict of interest due to a personal relationship" when the employee is in, or has been in, a personal relationship with another individual who is currently employed by the County, and either of the following circumstances exists:
 - i. the employee has direct or indirect influence over the other individual's conditions of employment (e.g., salary, assignments, shifts, etc.), whether or not through direct supervision; or
 - ii. the personal relationship may directly or indirectly affect, or have the appearance of affecting, the employee's judgment in exercising any job-related duty or responsibility



Prohibited Personal Relationships

1. An employee may not occupy a position that creates a conflict of interest due to a personal relationship.
2. An employee who is involved in a personal relationship with another employee may not occupy a position in the same division as the employee with whom they are involved.
3. In addition to the other prohibitions in this policy, supervisors and managers are prohibited from being physically intimate with or dating subordinates and may be disciplined for such actions.
4. If a personal relationship between employees exists or develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship immediately to a supervisor, department director, or human resources. Human resources will review the circumstances to determine whether any violation of this policy exists.
5. When an employee's personal relationship with another employee violates the provisions of this Policy, the employees' supervisors and department directors (if applicable) and human resources will work with the employees involved to consider options for resolving the violation.
 - i. The initial temporary solution may be to change the employees' responsibilities, so that neither one is able to influence or take action that benefits or harms the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.
 - ii. In many cases, long-term measures will be necessary, such as transfer of one or both employees to other positions or divisions. This is determined on a case-by-case basis.
 - iii. If one or both employees cooperate in seeking solutions but refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation, unless another reasonable solution is available.
 - iv. If there is no reasonable solution, such as no other positions are available, or the field of work does not allow transfer to another division, the employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to the supervisors and department directors (if applicable) and human resources, the employees' supervisors and department directors (if applicable) will work with human resources to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination.



6. Failure to cooperate in attempts to resolve a violation of this policy in a mutually agreeable fashion may be deemed insubordination and may result in disciplinary action.

Other Circumstances

1. Pre-Existing Relationships: Personal relationships that pre-date the effective date of this Policy are not prohibited by this policy, provided the employees disclose the existence of the relationship during the hiring process. An employee may not be hired within the same division in which the other employee acts as a supervisor. If disclosure is made after the hiring process, transfer of one of the employees to another position will be required.
2. If it becomes evident that the pre-existing relationship disrupts the work of the division or adversely affects other employees, transfer of one of the employees to another position will be required. To the extent a transfer is not possible, one of the employees will be terminated, and HR will base that decision on qualifications of the respective employees and use seniority as a tie breaker.

Miscellaneous

1. These provisions apply equally to all County employees regardless of the sex, or the sexual orientation, of the employees involved.
2. The procedures listed in these provisions are intended as guidelines, but they do not create any enforceable rights for employees who are in violation of the substantive provisions of the policy. Notwithstanding any of the other provisions of this policy, Morgan County reserves the right to take whatever action may be necessary, at any time, to prevent problems caused by a violation of these provisions.
3. These provisions supplement, and are supplemented by, other County policies, including policies addressing nepotism and sexual harassment.



Workplace Safety

Drug-Free and Alcohol-Free Workplace

Morgan County is committed to providing a workplace where employees and the general public can safely conduct business. It is the policy of the County to maintain a work environment free from the unlawful manufacture, distribution, sale, dispensation, possession, or use of controlled substances or alcohol.

This policy applies to all County employees and final candidates under consideration for employment positions. Employment with the County is conditional upon compliance with this policy.

Definitions

1. Alcohol: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols in methyl and isopropyl alcohol no matter how packaged or in what form the alcohol is stored, utilized or found.
2. Prescription Drug: those medications (containing drugs or other controlled substances) that are prescribed to an individual by an authorized physician.
 - a) Employees must notify their supervisor or Human Resources if they are taking a lawfully prescribed medication, including medical cannabis, that could impair their ability to safely and effectively perform their job duties.
3. Positive Test: a test result showing a blood or breath alcohol content of 0.04 or greater or the presence of any Drug other than a Prescription Drug in the test subject.
4. County Property: all real and personal property owned, maintained, controlled, or leased by Morgan County or any of its divisions, departments, or offices.
5. County Facilities: all buildings or other structures whether or not enclosed that are owned, maintained, controlled, or leased by Morgan County or any of its divisions, departments, or offices.
6. County Equipment: any item or thing owned, maintained, controlled, or leased by Morgan County or any of its departments or offices that is not real property, including, but not limited to, vehicles, fuel, tables, chairs, sound equipment, computers, cell phones, other electronic devices, clothing, decorations, office supplies, or internet access.
7. Additional definitions applicable to this policy may be found in Utah Code § 34-41-101.



Safety-Sensitive Work

Employees who hold positions the County designates as safety-sensitive, as authorized by law or ordinance, are subject to additional requirements, including pre-employment drug testing. Safety-sensitive positions include, but are not limited to:

1. Positions where an employee is subject to drug and alcohol testing under the Omnibus Transportation Employee Testing Act of 1991, including but not limited to: commercial driver licensed positions (CDL) or anyone operating County vehicles and equipment.
2. Positions that require an employee to carry or have access to firearms or class A explosives. This includes but is not limited to public safety officers.
3. Positions involved in work that requires an employee to have access to controlled substances. This includes but is not limited to medical personnel and law enforcement personnel.
4. Positions where the actions of an employee directly impact the safety and welfare of the general public, including but not limited to: crossing guards, radio dispatchers, law enforcement personnel, firefighters, and utility providers.
5. Positions that require an employee to have any level of Peace Officers Standards and Training (P.O.S.T.) certification. This includes but is not limited to law enforcement and correctional officers.

Prohibited Conduct

1. Failure to comply with any aspect of this policy, including but not limited to the following behaviors, is prohibited and may result in disciplinary action up to and including termination:
 - a. Using, being under the influence of, possessing, manufacturing, distributing, selling, or dispensing alcohol or controlled substances while on duty, on County property, or in County vehicles. Employees may not perform safety-sensitive duties while taking any Prescription Drug (including medical cannabis) that causes impairment, unless a physician provides written clearance consistent with applicable law.
 - b. Having a positive drug or alcohol test result without lawful prescription disclosure. Applicants or employees who test positive may be denied employment or subject to discipline, pursuant to applicable law.
 - c. Refusing or failing to appear for a required test, or otherwise failing to cooperate with the testing process.
 - d. Tampering with, falsifying, substituting, or adulterating a test sample, or otherwise impeding a drug or alcohol investigation.



- e. Refusing or failing to comply with treatment, rehabilitation, or return-to-work conditions, including violation of a last-chance agreement.
- f. Failing to notify the HR Department, through the employee's supervisor, within five (5) calendar days of a drug- or alcohol-related conviction under federal or state law.
- g. Consuming alcohol before being tested or within eight (8) hours after an accident, if post-accident testing is required.

Drug and Alcohol Testing

The County may require drug or alcohol testing of employees and final candidates for safety-sensitive positions in accordance with state and Federal Law. Testing may be conducted under any of the following circumstances:

1. Pre-employment drug tests will be given to final candidates for safety-sensitive positions and employees transferring from non-safety-sensitive positions to safety-sensitive positions. This includes drugs only. Pre-employment tests for alcohol will not be given.
2. Critical Incident drug and/or alcohol testing applies to all employees. A Critical Incident is defined as any unusual occurrence involving an employee, automobile, or equipment where personal injury or property damage occurred or may have occurred. Within the context of this definition, the County Manager will determine what constitutes a Critical Incident.
3. Reasonable suspicion drug and/or alcohol testing applies to all employees.
4. Post-accident drug and/or alcohol testing applies to all employees.
5. Random drug and/or alcohol testing applies to all employees, as permitted by applicable law.
6. Return to duty drug and/or alcohol testing applies to all employees who have completed a substance abuse treatment program. This includes programs for drugs and/or alcohol.
7. As permitted by law, follow up drug and /or alcohol testing is ongoing testing, conducted on an unannounced basis, for any employee who has previously tested positive for drugs and/or alcohol.

Testing will follow applicable state and federal standards to ensure reliable results, employee privacy, and proper verification of positive tests.

The County recognizes the legal status of medical cannabis under Utah law and prohibits adverse employment actions against employees for their lawful use of medical cannabis, except as provided by Utah Code Ann. § 34A-5-115. As such, the County will not take adverse action against an employee solely for the use of medical cannabis or for being a medical



cannabis cardholder unless the County would take the same action for another prescription drug or prescribed controlled substance used in accordance with applicable law.

Notwithstanding the foregoing, the County may take adverse employment actions against an employee or prospective employee solely for failing a drug test for the use of medical cannabis or for being a medical cannabis cardholder where:

- a) The application of this policy would jeopardize federal funding;
- b) The employee's position requires a federal security clearance or other federal background determination;
- c) The employee's position is dependent on a license or peace officer certification that is subject to Federal Regulations, including 18 U.S.C. § 922(g)(3).

Before taking adverse employment action against an employee solely for the use of medical cannabis or for being a medical cannabis cardholder, the County shall consult with legal counsel and obtain approval from the Morgan County Commission.

Sample Collection

All samples will be collected in accordance with Utah Code Ann. §34-41-104 and under reasonable and sanitary conditions. Samples will be collected and tested in a manner that:

1. ensures privacy for the individual being tested;
2. reasonably prevents substitutions, tampering, or adulteration; and
3. requires documentation showing samples are labeled and sealed to avoid misidentification.

Each donor will have the opportunity to provide information relevant to the test, including prescription or nonprescription drugs, medical information, or ADA-related disclosures.

Collection, storage, and transportation will be conducted to reasonably preclude contamination or misidentification.

All testing will conform to scientifically accepted analytical methods. A positive screening test must be verified by gas chromatography, gas chromatography-mass spectroscopy, or other comparably reliable methods before use in employment decisions.

The County will notify the employee of verified positive test results as soon as possible in accordance with Utah Code § 34-41-103(7)

Testing will occur during or immediately after the employee's work period and will be considered paid work time. All costs of testing will be borne by the County.



Positive Test Results

The County will apply the cutoff levels for positive drug and alcohol tests as established by applicable federal and state law, including Department of Transportation (DOT) standards where relevant.

It is a violation of this policy to have a verified positive test for any controlled substance or alcohol at or above the established cutoff levels, except as permitted by law (*e.g.*, lawful use of prescription medication or medical cannabis consistent with state law and this Policy).

Employees who violate this Policy are subject to discipline, up to and including termination.

Confidentiality

All records relating to drug and alcohol testing will be maintained as confidential medical records and disclosed only to individuals with a legitimate business or legal need to know. Employees may request access to their own records in accordance with applicable law.

Notification of Convictions

Employees must notify their direct supervisor within five (5) calendar days when convicted under federal or state criminal statute regulating the manufacture, distribution, dispensation, possession, or use of a controlled substance.

Smoke-Free Workplace

Morgan County is committed to providing a safe and healthy work environment for employees and the general public. The County will follow the Utah Indoor Clear Air Act (Utah Code § 26-38-1 *et seq.*, as amended) by prohibiting smoking indoors on County property or in areas of public access or egress from indoor areas located on County property. Smoking is also prohibited in any County provided vehicle, machinery, or equipment.

“Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in outdoor areas at least 26 feet away from any entrance. Employees using these areas are expected to dispose of any smoking debris safely and properly.



Workplace Violence Prevention

Morgan County is committed to providing a safe, violence-free workplace for our employees. The County will not tolerate violent, abusive, or threatening behavior on the part of its employees in the work environment. Employees should report instances of violent, abusive, or threatening behavior to their supervisors immediately. Any employee involved in situations where there is fear of physical violence or where someone has made verbal threats of physical violence should immediately notify the appropriate supervisor or department/division director. If there is a threat of immediate danger, the employee should notify building security or the police department. County employees who engaged in violent, abusive, or threatening behavior may be subject to disciplinary action up to and including termination. This policy covers any violent or potentially violent behavior that occurs in the workplace or at County-sponsored functions.

Any individual engaging in violence against the County, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running Morgan County.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to alert emergency services. Employees are discouraged from taking aggressive acts against any individual if at all possible.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. The employee should seek medical attention if necessary. Within a reasonable amount of time the employee should also complete a workplace injury form which can be requested from the HR Department or found on the employee portal.



Emergency Closings

Morgan County will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise their departments that the office is not officially closed, but employees may choose to leave the office if they feel uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If employees leave earlier than the official closing time, they will be paid only for actual hours worked, or they can take PTO. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Remote Work Policy and Procedure

Morgan County recognizes telecommuting as a viable, flexible work option when appropriate for both the employee and the job. Remote work is not an entitlement or companywide benefit and does not alter the terms and conditions of employment. This policy outlines the expectations, responsibilities, and guidelines for employees who are permitted to work remotely, ensuring security, efficiency, and compliance with County regulations.

This policy applies to all Morgan County employees and contractual third parties who require remote access to County IT systems or work outside traditional office settings. It covers all remote work arrangements, whether full-time, part-time, or on an ad-hoc basis.

Portable computing devices referenced in this policy include, but are not limited to:

- Laptops
- Desktop Computers
- Mobile Phones
- Wireless Technology
- Remote Terminal Access

Eligibility & Approval

Employees must have completed a minimum of three (3) months of continuous, regular employment with Morgan County and have a satisfactory performance record.

- Employees must demonstrate work habits and responsibilities suitable for remote work.



- The job role must be deemed appropriate for telecommuting.

****Exception**** Management and police officers are exempt from the waiting period requirement, approval process, and performance and communication sections. All other conditions of the policy remain applicable.

User Responsibility

- Take due care of County-issued IT equipment.
- Not install or update unauthorized software on County devices.
- Not allow family members to use County-provided equipment.
- Adhere to security protocols, ensuring data protection.
- Secure physical documents and lock devices when not in use.
- Use only County-approved software for work-related tasks.
- Report any IT issues to the County IT department promptly.

Equipment

- All County-issued IT equipment remains property of Morgan County and must be returned upon request.
- IT equipment will be provided and maintained by Morgan County IT Services.
- Employees using personal mobile phones must ensure it meets County security standards.
- Sentinel One security software must be installed and maintained on all devices accessing County networks.

Remote Work & Security

Physical Security Measures

- Employees must work in secure, private areas to prevent unauthorized viewing of sensitive information.
- Equipment should not be left unattended in unsecured locations.
- Printed documents must be locked away or shredded when no longer needed.



Access Controls & Data Security

- Access to PROTECTED or RESTRICTED information must be controlled through passwords, locked screens, and encryption.
- VPN (SSL or IPsec) must be used for accessing County systems via public networks.
- Employees must follow IT security best practices.

Performance & Communication

- Regular check-ins via phone, e-mail, or video meetings will be required during the trial period.
- Performance will be evaluated based on work output and completion of objectives, rather than time-based metrics.
- Managers and employees will maintain consistent communication levels comparable to in-office staff.

Safety & Compliance

- Employees must maintain a safe home workspace free from hazards.
- A safety checklist must be completed twice per year.
- Workplace injuries at home may be covered under workers' compensation, but employees must report incidents promptly.
- Employees are liable for visitor injuries at their home workspace.

Timekeeping & Overtime

- Non-exempt employees must record all hours worked through Morgan County's time-keeping system.
- Overtime must be pre-approved by the supervisor.
- Failure to follow time-keeping procedures may result in termination of telecommuting privileges.

Ad Hoc & Temporary Telecommuting

- Temporary remote work may be approved for inclement weather, medical needs, or special projects.
- Short-term remote work for family/medical leave is permitted if approved, depending on job duties and functions. This is determined on a case-by-case basis.

Policy Compliance & Violations

- Any violation of this policy may result in disciplinary action, up to termination.
- If a criminal offense is suspected, legal action may be taken.



- Morgan County reserves the right to audit software and hardware at all times.

Acknowledgment & Agreement

- By signing below, the employee and Morgan County representative acknowledge understanding and agreement to comply with this Remote Work & Telecommuting Policy.

Acceptable Use Policy

This Acceptable Use Policy governs the use and security of all information and computer equipment from Morgan County. It also covers the use of e-mail, the internet, voice, and mobile computing equipment. This policy applies to all information, in any form, relating to the activities of Morgan County, and to all information processed by the County about other organizations with which it deals. This policy also covers all IT and information communication facilities operated by or on behalf of Morgan County. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, www browsing, and FTP, are the property of the County. These systems are to be used for business purposes in serving the interests of the County during normal operations.

Morgan County is committed to protecting its employees, partners, and the County from illegal or damaging actions by individuals, either knowingly or unknowingly. It is the responsibility of every County technology user to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment at Morgan County. These rules are in place to protect the employee and the County. Inappropriate use exposes the County to risks including virus attacks, compromise of network systems and services, and legal issues. This policy applies to employees, contractors, consultants, temporary workers, and other workers of Morgan County, including all personnel affiliated with third parties. This policy applies to all equipment owned or leased by the County. It also applies to the use of information, electronic and computer equipment, and network resources to conduct business activities or interact with internal networks and business systems, whether owned or leased by Morgan County, the employee or a third party.

All employees, contractors, consultants, temporary employees, and other workers of Morgan County are responsible for exercising judgment with respect to the appropriate use of information, electronic devices, and network resources in accordance with Morgan County policies and standards and local laws and regulations.



Individual Responsibilities

Access to the Morgan County IT systems is controlled using User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the County IT systems using their user ID and password on any Morgan County IT system. Employees should not leave their user accounts logged in at an unattended on a unlocked computer, use someone else's user ID and password to access Morgan County's IT systems, leave their password unprotected (for example writing it down and leaving it under your keyboard), perform any unauthorized changes to Morgan County's IT systems or information, attempt to access data that they are not authorized to use or access, exceed the limits of their authorization or specific business need to interrogate the system or data, or connect any non-Morgan County authorized device to the Morgan County network or IT systems.

The "MorganPublic" wireless network is provided for personal equipment and visitors. The same code of conduct is required while using this service and can be used for any legal purpose. Visitors and employees may not store Morgan County data on any non-authorized Morgan County equipment or give or transfer Morgan County data or software to any person or organization outside Morgan County without the authorization of the appropriate Elected Official or Department Head except for the proper use of GRAMA (Government Records Access and Management Act).

Department Heads must ensure that individuals receive clear directives on the extent and limits of their authority over computer systems and data.

The use of the internet and e-mail of Morgan County is intended for professional purposes. Personal use is permitted when it does not affect the individual's professional performance, does not in any way harm Morgan County, does not violate any terms and conditions of employment and does not place the individual or the County in violation of legal or other obligations. All individuals are therefore responsible for their actions on the internet as well as when using e-mail systems.

Employees may not:

1. Use the internet or e-mail for harassment or abuse.
2. Use blasphemies, obscenities, or disrespectful remarks in communications.
3. Access, upload, send or receive data (including images) that Morgan County considers offensive in any way, including sexually explicit, discriminatory, defamatory, or libelous material.
4. Use e-mail systems in a way that could affect their reliability or efficiency, for example by distributing chain letters or spam.
5. Send sensitive or confidential information that is not encrypted to the outside world.



6. Use unsolicited e-mail originating from within Morgan County's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Morgan County or connected via Morgan County's network.
7. Make official commitments by internet or e-mail on behalf of Morgan County, unless authorized to do so.
8. Download copyrighted material such as music media files (MP3), films, videos, and other similar material without appropriate prior approval.
9. In any way, violate copyright, database rights, trademarks, or other intellectual property rights.
10. Download any software from the internet without the prior consent of the IT department.

Morgan County's proprietary information stored on electronic and computing devices whether owned or leased by Morgan County, remains the sole property of Morgan County. You must ensure through legal or technical means that proprietary information is protected in accordance with the data protection standards.

You have a responsibility to promptly report the theft, loss, or unauthorized disclosure of Morgan County proprietary information.

You may access, use, or share Morgan County's proprietary information only to the extent it is authorized and necessary to perform the tasks assigned to you.

The County's computer systems and internet are considered County property and should only be used for County purposes, with the exception of incidental or infrequent personal use. Employees have no expectation of privacy in their use of the County's computers and internet resources. Thus, the County may access and disclose to others materials on your County computer or other device. Employees are responsible for exercising their good judgment as to the reasonableness of personal use. It is the responsibility of each department to develop guidelines for the personal use of internet/intranet/extranet systems. In the absence of such policies, employees should be guided by their department's policies on personal use and, in the event of uncertainty, should consult their supervisor or manager.

Employees should not install County-owned applications or software on personal devices, except with express County consent. Employees should only use personal devices for work purposes with express supervisor approval, and with appropriate security measures as determined by IT personnel.

Morgan County reserves the right to constantly audit networks and systems to ensure compliance with this policy.

Employees should not use County internet for any illegal use, for personal gain or business solicitations, or for any other use that may compromise County computer or device systems.



Employees' personal social media use may have workplace implications. Employees are to comply with the law regarding their personal social media use and acknowledge that violations of these policies that occur through personal social media may subject employees to discipline up to and including termination.

Employees may also not attribute personal statements, opinions or beliefs to Morgan County when engaged in blogging.

Security and Proprietary Information

All access to the company's computer network must be protected by passwords.

It is prohibited to allow access to another person, either deliberately or by failing to adequately protect the right of access that has been granted. Messages posted by employees from a Morgan County e-mail address on forums should contain a warning that the opinions expressed are strictly theirs and not necessarily those of Morgan County, unless the message is posted in the course of professional duties.

Employees must exercise extreme caution when opening attachments to e-mails received from unknown senders, which may contain malware.

Employees must not remove or disable anti-virus software.

Employees must not attempt to remove virus-infected files or clean up an infection, other than using approved Morgan County anti-virus software and procedures.

Data Storage Devices

Data storage devices such as USB flash drives, CDs, DVDs, and removable hard drives should only be used when network connectivity is not available or there is no other secure method of data transfer. Only authorized Morgan County mobile storage devices with encryption enabled should be used when transferring sensitive or confidential data.

Employees shall use only software that is authorized by Morgan County on the County's computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on Morgan County computers must be approved and installed by the Morgan County IT department.

The following activities are strictly prohibited. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.



1. Under no circumstances is an employee of Morgan County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing County-owned resources.
2. Infringements of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or by similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" products or other software the use of which is not authorized by Morgan County.
3. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Morgan County or the end user holds no active license is strictly prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)
6. Making fraudulent offers of products, items, or services originating from any Morgan County account.
7. Making security breaches or disruptions of network communication.
8. Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
9. Circumventing user authentication or security of any host, network, or account.
10. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack)
11. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Workplace Guidelines

Work Schedules and Attendance

Work schedules may vary and are set by the Department Head/Elected Official and/or supervisor to meet the needs of the County and the general public. All employees are expected to arrive on time and ready to work every day they are scheduled to work.

If an employee is unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact their supervisor as soon as possible. If the employee cannot reach his or her immediate Department Head/Elected Official or supervisor, the employee should contact the Administrative Manager or the HR Manager. Employees should also maintain regular contact with their Department Head/Elected Official or supervisor during extended absences. Excessive



absenteeism or tardiness will result in disciplinary action up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in disciplinary action. If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Non-exempt employees scheduled to work more than six hours will generally receive an unpaid, duty-free meal period of at least 30 minutes. Meal periods are scheduled by the supervisor. Employees must not perform work during an unpaid meal period.

A 15-minute rest period is provided to each non-exempt employee for every 4 hours of work, up to two per day. Rest periods are generally scheduled by the immediate supervisor or Department Head/Elected Official.

Rest periods may not be taken in conjunction with a lunch break or at the beginning or end of a work shift. Rest periods may not be allowed to accumulate; neither can they be carried over to another 4-hour period if not used.

Attendance violations are grounds for corrective and/or disciplinary action pursuant to this Policy.

Job Performance

Communication between employees and managers is very important. Discussions regarding job performance should be ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

The following rules of conduct are designed to promote the smooth functioning of the County as a whole, ensure safety and fairness to all employees in relation to their work, maintain good employee relations, and define acceptable and unacceptable behavior, and establish a means of dealing equitably and uniformly with problems. The following rules are not meant to be all-inclusive; however, they provide a guide for employees about what is considered acceptable behavior. There are degrees of seriousness to every infraction, and disciplinary measures may vary accordingly.

Employees are expected to perform their jobs effectively and in accordance with established procedures and performance guidelines. Examples of unacceptable performance include:

- Failure to perform work, ineffective performance, or incomplete or neglected work.
- Refusal to perform work as directed (insubordination).
- Failing to carry out reasonable work requests by Department Head/Elected official or



supervisor, or refusal to work on jobs assigned by the Department Head/Elected Official or supervisor (except when such work interferes with the health or safety of the employee), restricting production, and disobedience.

- Negligence in observing fire prevention or safety regulations, poor housekeeping, or failure to report on-the-job injuries or unsafe conditions.
- Fighting; gambling; horseplay; or using profane, obscene, or abusive language while at work; threatening, intimidating, or coercing others on Morgan County premises.
- Violation of any other commonly accepted reasonable rule of responsible personal conduct, appearance, or cleanliness.
- Habitual fault finding, negative attitude, or gossiping.
- Violation of the laws of the State of Utah or the United States, other than minor traffic offenses.
- Violation of the code of personal conduct.
- Conduct which endangers the peace and safety of others or poses a threat to the public interest.
- Unjustified interference with the work of other Morgan County employees.
- Failure to maintain skills
- Inadequate performance of duties.
- Unauthorized absence or tardiness.
- Falsification of the unauthorized alteration of records.
- Violation of Morgan County policies.
- Falsification of an employment application.
- Discrimination in hiring, assignment, or promotion.
- Sexual or other forms of harassment.
- Violation of the Personnel Policies and Procedures.
- Use of alcohol or drugs, other than medication prescribed by a physician, that affect job performance.
- Falsifying Morgan County Records.
- Unauthorized possessions of firearms, weapons, or explosives on Morgan County-owned property, with the obvious exception of police officers.
- Carelessness which affects the safety of personnel.
- Threatening, intimidating, coercing, or interfering with fellow employees on the job, or the public at large.
- Theft or removal of any Morgan County property or the property of any employee from the work area premises without proper authorization.
- Gambling or engaging in a lottery at any Morgan County work area.
- Misusing, destroying, or damaging any Morgan County property or the property of any employee.
- Deliberately restricting work output of themselves or others.
- Drinking an alcoholic beverage during the workday, or being under the influence of illicit drugs or alcohol during the workday.



- Sleeping during working hours.
- Any act which might endanger the safety or lives of others.

Outside Employment

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with Morgan County. Employees must disclose any outside employment to their Department Head/Elected Official. The County may, in its sole discretion, deny or revoke outside employment permission if it conflicts with law or this policy.

Employees with a second job are expected to work their County-assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. However, an employee on a leave of absence may continue to work in the outside job if the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Appearance and Grooming

Morgan County provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Personal appearance and grooming should be appropriate for the employee's position, duties, and work environment. Please use common sense.

Morgan County's atmosphere is maintained, in part, by the image employees present to the public, vendors, and others. All employees are expected to be neat, clean, and groomed appropriately for the type of work they do and in keeping with personal safety.

The following guidelines apply to all employees:

- Shirts must be worn at all times.
- Shoes must be worn at all times. In some locations and departments, safety shoes must be worn. Shoes should be comfortable, but safe. Slippers and flip-flops are not acceptable.
- Extreme, immodest, or revealing attire is not permitted.
- Other unacceptable items include, but are not limited to gym shorts, beach attire, mini-skirts, jeans with holes, sleeveless shirts, and tank/tube/halter/transparent tops.
- Hair accessories, jewelry, and other items of clothing should be worn in such a way as



not to attract inordinate attention, hamper work performance, or create safety hazards.

- Clothing and personal hygiene should be regularly maintained to avoid causing discomfort to others.

Employees with special needs or questions regarding dress and grooming standards should address their questions to their immediate Department Head/Elected Official or supervisor.

Improperly groomed or dressed employees may be asked to go home to make needed attire corrections.

Certain employees may be required to meet special dress and grooming standards, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the HR Department. Decisions regarding attire will be made by the HR Department and not by individual departments or managers.

Cell Phone Safety and Driving

Safe driving is the main priority when operating a vehicle while driving for Morgan County business. Employees' first responsibility is to pay attention to driving. They should never allow a cell phone or other mobile device to distract them from concentrating on driving.

Under no circumstances should employees feel that they need to place themselves or others at risk while driving to fulfill County needs. Employees should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving.
- Avoid using cell phones while driving and avoid it as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
- Program their destination into navigation apps or GPS devices before they start driving.
- Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
- Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a dangerous distraction.

Employees who fail to follow safety guidelines are subject to discipline up to and including termination.



Social Media Acceptable Use

Morgan County encourages employees to share information with coworkers and with those outside the County for the purpose of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the County has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal social media profiles on their own time using their own personal devices and equipment. Employees must ensure that social media activity does not interfere with their work. In addition, employees may not post on a social media platform or participate on a social networking platform for personal purposes during work time or at any time using Morgan County equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference County clients, customers, or vendors without express permission. The County monitors employee use of County computers and the Internet, including employee social media activity. However, the County is not permitted to obtain login or password information for personal employee social media accounts.

Respect. Employees must demonstrate respect for the dignity of the County, its citizens, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees shall not divulge confidential or proprietary information of the County or its employees, clients, and vendors on social media sites. Similarly, employees shall not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior on social media platforms that violates the County’s policies.

Post disclaimers. Employees who identify themselves as County employees or discuss matters related to the County on social media must include a disclaimer at the beginning of the post that the post does not express the views of the County and that the employees are expressing only personal views—for example: “The views expressed on this post are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each post



that expresses an opinion related to the County or the County's business. Employees must keep in mind that if they post information on a social media site that is in violation of County policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Professionalism. Employees should do their best to maintain a level of professionalism while on social media and using personal social media profiles. It is against Morgan County's policy to post illegal content. When using social media to promote the County, if given prior approval, it is against Morgan County's policy to post sexually explicit or offensive content.

Confidentiality. Employees should not identify or reference customers or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, employees should refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Employees should remember that new ideas related to work, or the County's business belong to the County. Do not post them on a social media site without the County's permission.

Trademarks and copyrights. Employees should not use the County's or others' trademarks on a social media site or reproduce the County's or others' material without first obtaining permission.

Avoid statements about the County's future. Writing about upcoming potential County business not publicly known is a violation of this policy.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

Cell Phone Stipend

Eligible employees, as defined in section (A) below, may receive a cell phone stipend from the County for business-related costs incurred when using their personal cell phones. Except for a limited number of positions, the County will not own cell phones for the use of individual employees.



Eligibility.

An employee may be eligible for the stipend if at least one of the following criteria is met, as determined by the employee's Department Head or Elected Official.

- 1) Employees frequently use cell phone for work related purposes;
- 2) The job function of the employee requires him or her to have wireless data and internet access while away from the office; and/or
- 3) The employee is designated as a first responder to emergencies.

Oversight, approval and funding.

- 1) Department Heads/Elected Officials are responsible for determining employee cell phone needs and assessing continued eligibility for the cell phone stipend.
- 2) The County's phone stipend shall not exceed \$30 per month.
- 3) Once approved, the employee will be eligible to receive the stipend automatically each month as a taxable benefit through payroll.
- 4) Stipends are funded by the eligible employee's department or office.

Employees' rights and responsibilities.

Employee rights and responsibilities concerning use of a cell phone paid by a County stipend are as follows:

- 1) The eligible employee is responsible for purchasing a cell phone and establishing and maintaining service with the cell phone service provider of his or her choice. The cell phone contract is in the name of the eligible employee, who is solely responsible for all payments to the service provider;
- 2) The eligible employee shall comply with all federal, state and local laws regarding record retention (e.g. GRAMA requirements) as well as County policy, including those pertaining to data security acceptable use and e-mail;
- 3) The eligible employee can use the phone for both business and personal purposes, as needed; provided that employees do not have an expectation of privacy in devices used for County business.
- 4) If the employee terminates their cell phone service plan at any point, he or she must notify his or her supervisor within five business days to terminate the stipend;
- 5) The County does not accept any liability for claims, charges or disputes between the cell phone service provider and the eligible employee; and
- 6) Employee must delete all County data from the cell phone when employment with County is severed, except when required to maintain the data in compliance with a litigation hold notice.



Cancellation or reduction of cell phone stipend.

Any stipend will immediately cease or be reduced if:

- 1) An employee's employment with the County terminates;
- 2) An employee is no longer eligible for the stipend;
- 3) The eligible employee no longer has a cell phone or cell phone service plan;
- 4) The County decides to eliminate or reduce the stipend or the eligible employee's Department Head or Elected Official determines to reduce the amount of the stipend; or
- 5) The eligible employee uses the cell phone in any manner contrary to local, state, or federal laws or County policy.

County-owned cell phones.

Executive administrative staff and elected officials may choose to have a County-owned cell phone issued to them, instead of receiving a stipend.

- 1) County-owned cell phones are intended to be used primarily for County business, usage is subject to review by both the County Attorney's Office or the County Commission.
- 2) County-owned cell phones will only be upgraded/replaced at County expense after three years. If the County owned cell phone is lost/broken prior to the three-year replacement, employee/Elected Official or Department Head will be responsible for the cost of the replacement.

Workplace Communication

Bulletin Boards

All required governmental postings are posted on the bulletin boards located in the break rooms. These boards may also contain general announcements.

Employees may submit to HR notices of general interest, such as for-sale notices; recreational-type announcements and/or club functions; postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. HR, in its sole discretion, approves, posts, and takes down all notices. All approved notices posted by employees will be removed after two weeks unless otherwise stipulated. The County reserves the right to refuse permission to post or to take down any announcement.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in



protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation during working hours is prohibited. “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature during working hours in “working areas,” which include all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees’ rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Computers, Internet, E-Mail, and Other Resources

Morgan County provides a wide variety of communication tools and resources for employee use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other County-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of County computer, phone, portable electronic devices, or other communication tools. All communications made using County-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the County. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on the County’s systems.

Employee use of County-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the Internet is not completely secure or may contain viruses or malware, and information you transmit and



receive could damage the County's systems, as well as the reputation of the County. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It also is against County policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on County computers. Violations of this policy may result in disciplinary actions.

The County encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding County business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the County.

All use of County-provided communications systems, including e-mail and Internet use, should conform to our County guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for County business purposes and are critical to the County's success, your communications may be accessed without further notice by IT department administrators and County management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular attention to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing County information may cause breaches of security that result in the loss of confidential County data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against the County. Employees should use appropriate password protections for such devices and physically secure them as recommended by IT department administrators.

Office telephones are for business purposes. While the County recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the



County's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to disciplinary action up to and including termination.

The County reserves the right to monitor customer calls to ensure employees abide by County quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Disciplinary Procedure

Morgan County expects employees to comply with the County's standards of behavior and performance and to correct any noncompliance with these standards.

Morgan County endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the County's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Step 1: Informal Discussion (verbal warning). When a performance problem is first identified, the nature of the problem and the action necessary to correct it should, where possible, be thoroughly discussed with the employee.

Step 2: Counseling. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor may meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a counseling notice to the employee.



Step 3: Written Warning. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and the HR department may meet with the employee in private and proceed via (a) through (d) above and issue a written warning to the employee.

Step 4: Performance Improvement Plan. Employees may be put on a performance improvement plan and be given very specific goals and targets and a timeline of when they are expected to reach these goals.

Step 5: Failure to improve/Suspension/Termination. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay), and an investigation of the incidents leading to the suspension should be conducted to determine if any further action, such as termination, should be taken.



Purchasing Card Policy

Purchasing Card Procedures

By requesting a County Purchasing Card, each applicant acknowledges that they have read and understand the County's Purchasing Card Policy and Procedures, in its entirety. These procedures provide information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and miscellaneous information about the program.

To Obtain a Card

Complete a County Purchasing Card Acceptance Agreement {Appendix A}. All requests will be processed through the County Clerk/Auditor with final approval by the County Commission. The cardholder's signature on the Acceptance Agreement (Appendix A) indicates that the cardholder understands the intent of the program and agrees to adhere to the guidelines established for Purchasing card Policy and Procedures.

Upon receipt of an approved purchasing card, it is the responsibility of the cardholder to sign the back of the issued card. Applicants are responsible for the security of the card issued and the transactions made with the card. The purchasing card is issued in the name of the applicant and it will be assumed that any purchases made with the card will have been made by the applicant. **The cardholder is the only person entitled to use the card issued.** Failure to comply with the guidelines established for the program may result in severe consequences, up to and including termination of employment.

Card Holder Responsibilities:

It is the responsibility of the cardholder to:

- Read and understand the County Purchasing Card Policies and Procedures
- Sign the County Purchasing card Acceptance Agreement. (See Appendix A)
- Make only authorized purchases as prescribed by the County Purchasing Policy and approved departmental budget
- Retain receipts for all transactions. In the absence of a receipt, a Missing Receipt Form must be completed and signed by the cardholder **and** a Member of the County Commission. (See Appendix B)



- Reconcile the purchasing card statement upon its arrival. All reconciliations, statements, and receipts, with an attached Warrant request for each transaction, are due to the County Clerk/Auditor's Office by the Monday following statement arrival
- Keep the purchasing card and the corresponding account information secure. Immediately report any lost or stolen purchasing card and/or account information to the County Clerk/Auditor
- Report fraudulent charges or any discrepancies in the purchasing card statement in a timely manner to the County Clerk/Auditor

County Clerk/Auditor Responsibilities

It is the responsibility of the Clerk/Auditor to:

- Request and oversee the issuance of new cards, through the Clerk/Auditor's Office, and the County Commission. The credit limit will be determined at the discretion of the County Commission
- Inform the County Commission when limit changes or cancellations are needed due to personnel changes
- Payment on Purchasing cards is to be done immediately upon receipt
- Purchasing card reconciliations are to be completed within 15 days of payment due date
- Review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with County policies and procedures
- Address the cardholder about questionable transactions for clarification purposes
- Report any misuses of purchasing cards immediately to the County Commission
- Sign the Warrant form for each cardholder after review
- Ensure that the Treasurer's Office receives copies of receipts, if sales tax has been paid, in order for reimbursement from the State of Utah

Approved Purchasing Card Purchases

- Business related uses, subscriptions, seminars, dues, books
- Office supplies, furniture
- Small tools (purchase/rental), electrical, safety and building maintenance supplies
- Vehicle maintenance supplies
- Certain allowable travel expenditures:
 - Conference registrations or seminar rooms
 - County sponsored group gatherings
 - Hotel rooms



Prohibited Purchasing Card Purchases:

The following purchases are strictly prohibited from being purchased by using a County purchasing card:

- Any merchant, product, or service normally considered to be inappropriate use of County funds
- Purchase of items for personal use or consumption
- Purchasing in violation of the County Purchasing Policy
- Capital equipment purchases/repair
- Gift cards/certificates
- Alcohol
- Fuel for fleet vehicles unless traveling outside of Utah. The state gas card should be used for fuel purchases.
- Splitting a purchase to remain under purchasing policy limits
- Consultants:
 - Architects
 - Engineers
 - Attorneys and Attorney's fees
 - Medical, including hospital/doctor visits

Built-In Restrictions

Each card is assigned Monthly and Single-Purchase credit limits. If you find over time that these limits are too low to accommodate your monthly requirements, please contact a member of the County Commission to review the limit given. County has the ability to block, if necessary, certain supplier's Merchant Category Codes. If the County chooses to block a Merchant the card will be declined. Please refer to the Clerk/Auditor regarding issues with a possible blocked card.

Reconciliation and Payment

The County Purchasing Card Program carries County, not individual, liability. Purchasing card Invoices will be paid by the County Clerk/Auditor as outlined in Section 1.30. The cardholder will not be required to pay the Monthly Statement using personal funds. The program does not impact the cardholder's personal credit rating in any way.

The cardholder is required to obtain and retain all receipts for goods and services purchased when using the purchasing card. If purchases are made via phone, mail, e-mail or other electronic means, ask the supplier to include and itemized receipt with the goods



when the product is shipped to you. This itemized receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase.

Each cardholder will receive a statement identifying all transactions made against the card during the previous billing cycle. The statement must be reconciled against the receipts for accuracy. The reconciled statement is to be sent to the County Clerk/Auditor for review, and approval. The cardholder's activity may be audited at any time.

Disputed Transactions

Disputes on purchasing cards must be identified in writing to the issuing purchasing card company within 60 days of the monthly statement date. If a dispute is not identified in writing within 60 days of the Monthly Statement date the issue must then be resolved between the County and the supplier.

The cardholder is responsible to identify possible disputed or fraudulent transactions on the monthly statement provided to them for reconciliation. If an audit is conducted on the cardholder's account, the cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the cardholder is responsible for showing that the error or dispute resolution process was completed.

It is the cardholder's responsibility to notify immediately the County Clerk/Auditor if there is a possible dispute on an issued purchasing card.

Employee Termination

Upon cardholder terminating their employment, cardholder will surrender their assigned card to the County Clerk/Auditor. The County Clerk/Auditor will notify the card issuer and close the account.

Purchasing Card Holder Acceptance Agreement

The following Purchasing Card Acceptance Agreement must be signed by all authorized employees of County with access to a purchasing card.

I understand that County has authorized my use of a County purchasing card for authorized County expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

- I will use the card issued to me for the payment of authorized expenses consistent with



my County responsibilities and to satisfy the needs of my department and the County

- I will not use the card to obtain cash advances
- I understand that I **am the only authorized card user** and accept the responsibility and accountability for the protection and proper use of the card
- I will not use the card for personal use or for any other non-County purposes
- I understand that all purchases shall be made in accordance with applicable purchasing and purchasing card policy and procedures approved by the County Commission
- I understand that I will be responsible for the timely reconciliation of all purchasing card transactions charged to my assigned card
- I understand that I am responsible to provide appropriate documentation/receipts for purchasing card transactions charged to my assigned card
- I will surrender my assigned card to the County Clerk/Auditor in the event of my separation from the County
- I understand that any charges against my assigned card that are not properly identified or not allowed by the County shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Member of the County Commission
- I will immediately report any stolen or lost card to the County Clerk/Auditor

I understand that any variance and/or violation of the above conditions will result in cancellation of my assigned purchasing card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges. All County purchasing cards are subject to examination by external and internal auditors.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS

Name: _____ Department: _____

Signature: _____ Purchasing card #: _____





Time Off and Leaves of Absence

Holidays

Morgan County observes and allows time off with pay for the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Pioneer Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas

Any additional holidays will be designated by the County Commission at the start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the County will select either the following Monday or the preceding Friday as a substitute holiday.

Holiday pay. Full-time regular employees are eligible for holiday pay. Part-time employees are eligible for up to 4 hours of holiday pay. Temporary employees, including summer employees, are not eligible for holiday pay. Full-time employees will receive up to 8 hours of holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times the employee's regularly scheduled hours (not to exceed eight hours).

To receive holiday pay, an eligible nonexempt employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of PTO.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the County should speak with their supervisor. Employees may be able to switch



a scheduled day with another employee, or take PTO. The County will seek to reasonably accommodate individuals’ religious observances as set forth in this Policy.

Paid Time Off (PTO)

Morgan County recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The county provides paid time off (PTO) to full-time employees for this purpose, and employees are encouraged to take PTO during the year.

Full-time employees will accrue PTO according to the following schedule (annual totals should be rounded to the nearest whole day):

Service Period	Per Pay PTO Accrual
First Year	6.69 hours
Years 2–5	7 hours
Years 6–10	7.92 hours
Years 11-19	8.53 hours
Years 20+	9.76 hours

For purposes of this policy, the year begins on the employee's date of hire. Employees are eligible to utilize PTO once it has been earned with no waiting period. Part-Time and Seasonal Employees are not eligible to receive PTO.

PTO is designed to cover leave for vacation, personal sickness, family sickness, family activities and extra holiday time. PTO may also be used to make up any missed hours in a week if needed.

In general, foreseeable PTO must be preapproved by and prescheduled with the employee’s supervisor and must be taken in half hour increments. Approval for all scheduled time away is subject to applicable workloads. Office needs may dictate a time where no PTO may be taken. Examples may include election time or property tax collection time, for certain offices. This is up to the discretion of the department head or elected official.

In case of an emergency, however, employees shall be allowed to take up to three days of unscheduled PTO with less than 24 hours’ notice and regardless of applicable workload. The employee should work with their supervisor to make sure that personal needs are met as well as the needs of the office.



If PTO is used for due to an illness in excess of three (3) consecutive working days, Morgan County reserves the right to request a note from the employee's doctor stating that the illness prevented the employee from returning to work.

A maximum of 480 hours of accrued and unused PTO time may be carried over from one calendar year to the next. However, once an employee reaches their maximum accrual (480 hours), they will not earn more PTO until their PTO "bank" has less than 480 hours of PTO.

Employees will be paid for unused PTO time upon termination of employment up to 160 hours. If an employee who has over 160 hours of unused PTO gives notice and takes time off through the notice the amount of time taken off will be deducted from the 160 hours to be paid out.

Employees may use PTO in increments of ½ hours up to a maximum of two weeks. If an employee needs to request more than 2 weeks of vacation they must work with their department head/elected official to ensure that their absence will not negatively impact the department.

Employees who abuse this PTO policy by not abiding by the rules set forth in this policy may be subject to disciplinary actions up to and including termination

Family and Medical Leave

Morgan County complies with the federal Family and Medical Leave Act ("FMLA"), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. Employees should contact the HR Department to discuss options for FMLA.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

Basic leave entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or



placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements

Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave

During FMLA leave, the County will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work, provided the employee pays their portion of any premiums. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.



Certain highly compensated key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the County’s operations. A “key” employee is an eligible salaried employee who is among the highest-paid 10 percent of the County’s employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee’s leave.

Employee Eligibility

The FMLA defines eligible employees as employees who (1) have worked for the County for at least 12 months; (2) have worked for the County for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of County worksites that, taken together, have a total of 50 or more employees.

Definition of “serious health condition”

A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the County’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.



Substitution of Paid Leave for Unpaid Leave

The County requires employees to use any accrued PTO during an unpaid FMLA leave taken because of the employees' own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued PTO during FMLA leave taken for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the County's normal paid leave procedures found in its PTO policy.

Employee Responsibilities

Employees must provide advanced notice of the need to take FMLA leave when the need is foreseeable. When advanced notice is not possible, employees must provide notice as soon as practicable and generally must comply with the County's normal call-in procedures. The County may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave, as permitted by the FMLA. The County also may require a second and, if necessary, a third opinion (at the County's expense). The County also may delay or deny approval of leave for lack of proper medical certification and may require medical certification to return to work.

County Responsibilities

The County will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the County will provide a reason for the ineligibility.



The County will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the County determines that the leave is not FMLA-protected, the County will notify the employees.

Other Provisions

Under an exception to the FLSA in the FMLA regulations, amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the County has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Military Leave

Morgan County supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's supervisor, who



will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five years and still retain employment rights.

Bereavement Leave

Full-time employees may take up to five (5) days of paid bereavement leave upon the death of an employee's spouse, domestic partner, or child and three (3) days for all other immediate family members. "Other immediate family members" for purposes of bereavement leave is defined as an employee's parents, stepparents, siblings, , , grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. Upon approval, employees may be allowed to take up to four hours of unpaid time-off to attend funeral services for close friends and relatives, other than those mentioned above. An employee may use accrued vacation time if they wish to be paid for this time off.

The County may require verification of the need for the leave. Verification includes a death certificate, obituary, or funeral program. If none of these are available to the employee, the HR department may approve other forms of verification. The employee's supervisor and HR will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Parental and Postpartum Recovery Leave Policy

Parental and Postpartum Recovery leave allows for new parents to take the time they need to recover and bond with their new child. The leave is available for both the birth of a new child (including surrogacy) or for adoption (unless the employee is the spouse of the pre-existing parent). Parental leave will run concurrently with FMLA. An employee or, in the case of an emergency, a spokesperson should notify management 30 days in advance or as soon as practicable in the case of an emergency.



Benefit eligible employees working 80 hours per pay period are eligible. Independent contractors are not eligible. Up to three weeks of Parental Leave may be used by either the father or mother within six months of becoming a parent by birth, adoption, or legal guardianship. Mothers who give birth may also use up to three weeks for Postpartum Recovery which runs consecutively with the Parental Leave. Postpartum Recovery leave begins on the date the employee gives birth and is used preceding Parental Leave. Leave for Parental or Postpartum may not be charged against accrued leave.

If an employee needs additional time, they may work with their manager or supervisor to approve the use of their personal time as a supplement. Parental Leave is limited to a maximum of three weeks in a 12-month period. Parental Leave must be taken within the six months immediately following the addition of the new child, and Postpartum Recovery Leave must begin at birth and run for three uninterrupted weeks. Parental Leave does not have to be used consecutively, if you and your manager agree beforehand, and reach mutual, written consent for intermittent use, it may be broken up.

Except for the mutual consent required for intermittent use of Parental Leave, no one can interfere with your use of Parental or Postpartum Recovery Leave, nor can they retaliate against you for using the leave.

Jury Duty/Court Appearance

The County supports and encourages employees to fulfill their civic duty to serve on a jury when required. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be provided paid time off for jury duty in accordance with applicable laws. If an employee is released from jury duty after four hours or less of service, the employee must report to work for the remainder of that workday. Employees must turn over any funds given to them by the courts if they wish to be paid their normal wage.

Time for appearance in court for personal business will be the individual employee's responsibility. Generally, PTO will be used for this purpose.



Travel Expense Policy

Overview

It is the policy of Morgan County to reimburse employees for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Authorization and responsibility.

Staff travel must be authorized by the Department Head/Elected Official in advance. Within 30 days of completion of a trip, the traveler must submit a travel request payment form and supporting documentation to obtain reimbursement of expenses to the County Clerk/Auditor's Office.

Travel and reimbursement for members of the management team must be approved by the County Administrative Manager or the County Commission and will be reviewed by the County Clerk/Auditor. All out of state travel must be approved by the County Administrative Manager or the Commission Chair.

Travel by the County Commission must be approved by Quorum. The County Administrator shall book all conference fees and lodging.

The County Clerk/Auditor will review all expenditures and may withhold reimbursement if there are not enough funds in the budget or there is insufficient documentation. The County Clerk/Auditor may also discuss the expenditures with the Department Head/Elected Official and seek alternatives if they feel the expense is extravagant or excessive.

Personal Funds

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted. All receipts must be turned in along with a travel request payment form to the County Clerk/Auditor's office.



Vacation in Conjunction with Business Travel.

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the travel request form. Morgan County will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the County Commission. Exceptions related to the Commission expenses must be submitted to the County Attorney for approval. In most instances, the expected turnaround time for review and approval is five business days.

Travel Expenses/Procedures

General information. Authorized business travel for staff that includes prepayments must be pre-approved. All guest fees are not reimbursable. Any guest registration fees will be deducted from reimbursements. Morgan County complies with Utah Administrative Code section R25-7, as amended.

Requests for reimbursement of expenses over \$500 are to be submitted to the County Administrative Manager in advance. Reimbursement of parking, mileage, gasoline in lieu of mileage and ferry or bus passes do not require requests if they are under \$500.

Permissible prepaid travel expenses. Before the travel, Morgan County may issue prepayments for airfare, rail transportation, rental vehicles, and conference registration fees. Applicable policies and methods of payments for these prepayments follow.

Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.

Travelers are encouraged to book flights at least one month in advance to avoid premium airfare pricing.

Coach class or economy tickets must be purchased for all domestic or international flights.

Airfare must be purchased with a personal card only. All airfare will be reimbursed by the County Clerk/Auditor’s office with a request for payment form including receipts of payment. Prepayment by the County for airfare may will only be approved in extreme cases and must be approved by the Commission Chair.



Rail transportation. Morgan County will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

Rental vehicles. Morgan County will pay for approved use of a rental vehicle. See the section on reimbursements below in this section.

Conference registration fees. Conference registration fees can be prepaid with a credit card or may be reimbursed through the County Clerk/Auditor's office with a request for payment form. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's meal allowance. If an employee is bringing a plus one the County must be reimbursed for the cost from the employee within 30 days.

Travel advances. Cash advances are authorized, in a very limited capacity, for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff traveling on behalf of Morgan County. A maximum of 50 percent of the total estimated cost can be advanced. The County Commission must approve any cash advances.

Expenses associated with the travel must be reconciled and substantiated within 30 days of the return date. The traveler must repay Morgan County for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying the County Clerk/Auditor's office to deposit any excess funds into the appropriate departmental account.

Travel advances are processed by submitting a completed travel request form to the County Clerk/Auditor's office. Reimbursement for any remaining expenses is processed on a travel reimbursement form approved by the County Clerk/Auditor's office.

Reimbursements

Requests for reimbursements of travel-related expenses are submitted on a travel reimbursement form. This form must be accompanied by supporting documentation. Reimbursements are limited to the IRS guidelines and anything in excess will not be reimbursed.

These forms must be submitted to the County Clerk/Auditor's office within 30 days after the trip is completed. Travel reimbursement forms not submitted within this time frame require exception approval from the County Commission.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts. Reimbursements that may be paid by Morgan County are shown below.

Airfare. If the airfare was not prepaid by the County Clerk/Auditor's office, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.



Rail transportation. If rail transportation was not prepaid by the County Clerk/Auditor's office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Automobile (personally owned—domestic travel).

Reimbursement for use of a personal automobile is based on the Morgan County mileage rate.

A Reimbursement of Travel Expense form is required for all vehicle-related expenses, including gasoline, wear and tear, and personal auto insurance. Morgan County follows the IRS guidelines for mileage reimbursement rates. Travelers may opt to request reimbursement for actual gasoline expenses in lieu of the Morgan County mileage rate. In these instances, original, itemized receipts are required. A map depicting locations and mileage is required with the travel form.

Automobile (rental—domestic travel). Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

Morgan County authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, Morgan County encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. Morgan County will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement. The employee must pay for these outside the rental agreement with either a County credit card or using their own personal funds. In either case the employee should submit the receipt with a request for payment form for reimbursement or to pay the charge on the County credit card.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference registration fees. If the conference fee was not prepaid, Morgan County will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt,



an Entity Credit Card Missing Receipt Form must be filled out with as much documentation as possible from the banquet, including but not limited to, a canceled check or credit card payment receipt.

Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Lodging (commercial). The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary worksite.

Exceptions to this restriction may be approved in writing by the County Commission.

Morgan County will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party also represents the County in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted with documentation. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Business meals. All meals must be purchased on a personal card. Travelers are required to follow Morgan County expenditure policies when requesting reimbursement for business meals. Morgan County follows the IRS guidelines for meal reimbursements. Original itemized receipts are required. Morgan County will not reimburse meals if meals are included at a conference.

Any alcoholic beverages will not be reimbursed. No alcoholic beverages shall be paid for using a County credit card. If a meal receipt is turned in with an alcoholic beverage listed, the meal will not be reimbursed.

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports, and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking. Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone calls. The costs of personal telephone calls are the responsibility of the individual.

Tolls. Original receipts are required for tolls.

Miscellaneous transportation. Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.



Non-reimbursable Travel Expenses. The following items that may be associated with business travel will not be reimbursed by Morgan County:

- Airline club memberships.
- Airline upgrades.
- Upgraded class or first class for all flights.
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Alcoholic beverages
- Travel accident insurance premiums or purchase of additional travel insurance.
- Fees incurred by a guest if the guest is not traveling specifically for Morgan County related business
- Other expenses not directly related to the business travel.

Travel for Non-Employees. Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide County purpose for engaging in the travel or attending the event.



Employee Benefits

Morgan County recognizes the value of benefits to employees and their families. The County supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the County benefit book, which can be found on the employee portal, employee navigator, or contact the HR department.

URS

Morgan County participates in the Utah Retirement System (URS). Morgan County offers URS benefits to all full-time employees. To get more details about URS, your eligibility, and your options please talk to the HR department. You may also access useful information by going to the URS website URS.org

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Morgan County pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The County abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources Department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid PTO for approved absences covered by the County's workers' compensation program, except to supplement the



workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

Each employee eligible to receive workers' compensation is subject to the following:

1. The first three days of absence shall be taken as PTO, if available.
2. Beginning with the fourth day, the employee will be required to discontinue PTO benefits and begin workers' compensation benefits. Once workers' compensation benefits begin, the employee will be placed on leave without pay but will continue to receive all regular County benefits at the County's expense at the current rate of contribution. If an employee is terminated, workers' compensation benefits shall cease.
3. Other than payment for accrued leave that supplements workers' compensation up to 100% of the employee's total wages, under no circumstances shall an employee be permitted to receive a County paycheck while being paid compensation under the workers' compensation provisions.

Employee Assistance Program

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. Morgan County wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees up to 8 visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. For legal or financial issues, employees receive a 25 percent discount on any services that might be needed.

The County encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the County, and the County is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the HR department.

Rifle Range

A benefit provided to Morgan County Employees is the use of the rifle range at the end of each quarter. Starting in 2026, employees will be able to schedule the third Saturday in March, June,



September, and December, at no cost to the employee. The employee must follow all the rules of the rifle range. The range must be scheduled in advance with the County Clerk/Auditor's office.

Facility and Equipment Practice

Morgan County strives to maintain a professional, safe working environment that positively reflects on its culture and employees. Employees should help Morgan County maintain and secure County facilities to keep them clean, professional, and safe.

In general, an employee must accompany visitors and family members while they are on the premises. Exceptions may be given for regular vendor visitors with Department Head/Elected Official or supervisor approval. Visitors should avoid hazardous work areas, not use County equipment, office supplies, and resources.

Lock-up and Lights

Morgan County's hours of operation vary depending on work requirements. The last person in each building/facility is responsible for making sure the lights are turned out and the building is locked.

After hours, facility doors are to remain locked at all times with employees coming in through designated areas.

Outside Activities

Morgan County employees shall not use Morgan County-owned property in support of outside interests and activities when such use would compromise the integrity of Morgan County or interfere with the employees' duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to Morgan County business, public office, or service club, shall:

- 1) Pursue the outside activity on the employee's own time.
- 2) Pursue the outside activity away from Morgan County offices.
- 3) Discourage any phone, mail or visitor contact related to the outside interest at Morgan County offices.
- 4) Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.
- 5) Not use data processing equipment, postage metering machines, copiers, other Morgan County-owned equipment or supplies for the outside interest.

Political Activity



- 1) An employee shall not be coerced to support political activity, whether funds or time are involved.
- 2) An employee shall not engage in political activity during work hours, unless on approved leave.
- 3) An employee shall not use Morgan County-owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer online and access charges, etc.) when engaged in political activity.
- 4) An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- 5) An employee shall not use the employee's title or position while engaging in political activity.

Personal Telephones Usage

Personal telephone calls should be kept to a minimum and should occur only on breaks or during lunch and away from work areas. Friends and relatives should be discouraged from calling during working hours unless there is an emergency.

Long-distance phone calls of a personal nature should not be made from County phone lines under any circumstances.

Personal Use of Office Items

Personal use of County-owned office equipment and supplies including but not limited to computers, fax machines, copy machines, postage, paper, and pens is prohibited unless granted permission by a Department Head/Elected Official or supervisor prior to the use. The employee will be required to cover expenses for the personal use of equipment and supplies.

Use of Morgan County Vehicles, Equipment and Tools

Morgan County equipment, vehicles, and tools should be used for business purposes only. Employees shall attend all required training provided by Morgan County. The use of Morgan County equipment, tools or vehicles for private purposes is strictly prohibited.

A commercial driver's license (CDL) is required for operators of commercial motor vehicles. No individual shall be allowed to operate such vehicles unless they have a current commercial driver's license in their possession. This license is required pursuant to the Commercial Motor Vehicle Safety Act. Employees must renew their commercial driver's license on or before expiration.

Operators and passengers in a business-use vehicle equipped with seat belts must wear them when the vehicle is in operation and shall observe all local traffic laws.

County Department Head/Elected Official or supervisor may provide for routine work-related transportation by assigning County-owned vehicles to County employees on an ad-hoc permanent basis. Only authorized personnel may drive County-owned vehicles.



Mobile Device Usage

At Morgan County's discretion, mobile devices including but not limited to cell phones, GPS, tablets, laptops may be issued to increase efficiency and customer service, and to resolve important issues when an employee is out of the office. Employees who use and operate Morgan County mobile devices are expected to follow these guidelines:

- 1) Employees are required to be familiar with and comply with all state and local traffic laws
- 2) Personal calls and texting should be infrequent and short in duration
- 3) Turn off or silence all devices when in Morgan County meetings or assisting residents
- 4) Don't use while operating vehicles or equipment
- 5) Employees may not use a hand-held cell phone (personal or County provided) while operating a vehicle on County business – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to e-mails, instant messages, and text messages.
- 6) If an employee needs to use their phones, they must pull over safely to the side of the road or another safe location.

The safe operation of any vehicle in the performance of County business is the responsibility of the driver and must be given appropriate attention at all times.

Public Safety Employees (Sheriff, Deputy, Sergeants) of the Sheriff's department are to refer back to the Sheriff Department's Employee Operations Manual for specific guidelines.

Personal Use of County Property

County-owned property is public property and is to be used for the benefit of the public. County offices, departments, and employees are to use County-owned property to achieve the purposes of the County government. Notwithstanding the foregoing, incidental and occasional personal use of County-owned property by employees is permitted.

If an employee's personal use of County-owned property creates more than a de minimus cost to the County, the employee shall reimburse the County for all costs of the personal use. If the County-owned property is damaged during personal use and must be repaired or replaced, the employee shall pay the cost of repair or replacement.

Purchasing

When procurement involves the expenditure of federal assistance funds, Morgan County shall



comply with all applicable federal laws and regulations, state laws, and County ordinances and resolutions.

Expense Reimbursement Policy

It is the policy of Morgan County to reimburse employees for ordinary and necessary expenses incurred in connection with Morgan County business. Employees are expected to consider the propriety of all such expenses, keep them to a reasonable amount, and exercise the same care in spending Morgan County's money as they would in spending their own.

Expense reporting is the responsibility of the employee and should be completed using the appropriate Expense Reimbursement Form.

County credit cards shall be used for official business only, and shall not be used for the personal convenience of an employee.

Training and Conferences

If required to attend training seminars, conferences, briefings, or gather information; an employee will be compensated, in addition to paying any tuition or fees, at the rate of one and one-half (1-1/2) times their regular workday pay if hours worked exceed forty (40) hours in that week

County Vehicles Allowable Use for County Employee Funeral or Memorial Services

In deference to the County's fallen heroes who, during or connected with their County service to the public, have sacrificed their lives to protect their fellow citizens; and to honor said County service at the time of their final disposition; the Governing Body hereby authorizes and supports the use of County service vehicles be present in their funeral procession as defined in Utah Code § 76-9-108(1)(a).

This shall pertain to County employees that are currently employed by the County or that have left the County's employment in good standing. This policy does not extend to an employee's family. Authorization is further limited to use within the State of Utah. Any requests that are outside the State shall require prior authorization by the governing body of the County.



EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Morgan County. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, County practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the County to employ me now or hereafter and that my employment may be terminated by me or the County without reason at any time. I understand that no representative of the County has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the County may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the County.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the County's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF TELECOMMUTING POLICY

I have read and understand the County's telecommuting policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



County Commission Agenda Request Form

All Agenda items, including back-up materials, must be submitted to:

Morgan County
Attn: Kate Becker
48 West Young Street
P O Box 886
Morgan, UT 84050
Phone: 435.800.8724

****ALL DOCUMENTATION IS DUE ON OR BEFORE 12:00 PM ON THE TUESDAY PRIOR TO A SCHEDULED COUNTY commission MEETING****

Email: kbecker@morgancountyutah.gov

This form must be submitted, along with any required documentation, or the Agenda Item will not be scheduled until the next County commission Meeting

commission Meeting Date: 2/17/26 Time Requested: _____
Name: Leslie A Hyde Clerk/Auditor/BOE Phone: (801) 845-4010
Address: 48 W Young Street Morgan UT 84050
Email: lhede@morgancountyutah.gov Fax: _____
Associated County Department: _____

PURPOSE FOR THE AGENDA ITEM - MUST BE SPECIFIC:

Board of Equalization
Brooks Fornelius
Parcel 00-0090-7131

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION
DECISION
BOTH
INFORMATION ONLY

✓

REQUEST FOR APPEAL

BROOKS FORNELIUS

00-0090-7131



2025 Request for Appeal - Locally Assessed Real Property

THE APPEAL DEADLINE IS SEPTEMBER 15, 2025

EMAIL: klasater@morgancountyutah.gov (preferred method) PHONE: 801-842-4042 PO Box 886, 48 W Young St, UT 84050

OWNER/TAXPAYER INFORMATION	REPRESENTATIVE INFORMATION*
PARCEL NUMBER (SEE NOTICE) <u>00-0090-7131</u>	(If Applicable)
OWNER/TAXPAYER <u>Brooks Keith Fornelius</u>	REPRESENTATIVE NAME
PROPERTY LOCATION (ADDRESS) <u>4978 W Snow Canyon Rd Mtn Green UT, 84050</u>	MAILING ADDRESS
MAILING ADDRESS (If different than above)	MAILING CITY, STATE & ZIP CODE
DAYTIME PHONE NUMBER <u>801-201-3729</u>	DAYTIME PHONE NUMBER
EMAIL ADDRESS (Check junk folders for correspondence from BOE.) <u>na</u>	EMAIL ADDRESS (Check junk folders for correspondence from BOE)
By providing an email address above, you agree to correspondence by email. This is the preferred method of correspondence for appeals.	* Representative may complete this form if he or she has a letter of authorization from the owner. Letter of authorization must include parcel number, property address and tax year.
<input type="checkbox"/> Check here for correspondence by mail only.	
MARKET VALUE (AS SHOWN ON NOTICE) \$ _____	APPLICANT(S) OPINION OF FAIR MARKET VALUE \$ _____
AS OF JANUARY 1 OF THE TAX YEAR UNDER APPEAL (REQUIRED BY LAW)	

BASIS FOR APPEAL AND REQUIRED DOCUMENTATION

SEE BACK OF FORM FOR EXPLANATIONS AND INSTRUCTIONS

I REQUEST THAT THE MARKET VALUE OF THIS PROPERTY BE ADJUSTED BASED UPON THE FOLLOWING EVIDENCE:

RESIDENTIAL DOCUMENTATION REQUIRED

- A. Purchase of the property within one year of January 1
- B. Professional Fee Appraisal with an effective date within one year of January 1
- C. The sale of comparable properties within one year of January 1. Minimum of three (3) is required but up to five (5) is preferred.
- D. Factual error
- E. Cost Approach

COMMERCIAL DOCUMENTATION REQUIRED

- A. Purchase of the property within one year of January 1
- B. Professional Fee Appraisal with an effective date within one year of January 1
- C. The sale of comparable properties within one year of January 1. Minimum of three (3) is required but up to five (5) is preferred.
- D. Factual error
- E. Income or Cost Approach

For additional explanations and instructions
<https://www.morgancountyutah.gov/copy-of-board-of-equalization>

Please select your hearing preference: If a hearing option is not selected the appeal will be treated as a waiver.

WAIVER - I hereby agree to waive my right to an appearance before the Morgan County Board of Equalization. I understand that I will not be penalized in any manner for not appearing and my appeal will be reviewed by a third party Hearing Officer in an expedited manner with my initial evidence filed. Evidence will be reviewed, and appeal decided based on the written evidence contained in the case file. I have the right to review all evidence on file with the Clerk of the Board regarding my appeal. If I am not satisfied, I understand that I retain the right to appeal to the Utah State Tax Commission.

I wish to appear in person or by zoom before a third party Hearing Officer.*

*The email address provided above will be used for scheduling your hearing. Check spam/junk folders for correspondence from the BOE.

SIGN YOUR APPEAL. By signing this document, I certify all statements herein and/or attachments are true, correct, and complete. I understand the filing deadline and have read the general instructions on both pages of this document. I also understand that hearings may be videotaped for training purposes only.

The following information and signature certify all statements and attachments are true, correct, and complete: Tax Forms, Medical bills showing my wife had to be induced for Preeclampsia, etc...

Signature of Property Owner

Brooks Fornelius

Date 01/12/26

Printed Name Brooks Fornelius

OR (if represented by an agent or tax representative)

Signature of agent or tax representative. Must include letter of authorization signed by property owner if owner does not sign appeal form. Include confidentiality affidavit for commercial properties, found at <https://www.morgancountyutah.gov/copy-of-board-of-equalization>

Form

1040

Department of the Treasury—Internal Revenue Service

U.S. Individual Income Tax Return

2024

OMB No. 1545-0074

IRS Use Only—Do not write or staple in this space.

For the year Jan. 1–Dec. 31, 2024, or other tax year beginning 2024, ending 20

Your first name and middle initial
BROOKS k Last name
FORNELIUS

If joint return, spouse's first name and middle initial
KINLY Last name
PHELPS

Home address (number and street). If you have a P.O. box, see Instructions.
4978 W SNOW CANYON ROAD Apt. no.

City, town, or post office. If you have a foreign address, also complete spaces below.
MOUNTAIN GREEN State
UT ZIP code
84050

Foreign country name Foreign province/state/county Foreign postal code

Presidential Election Campaign
Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund.
 You Spouse

Filing Status Single Head of household (HOH)

Check only one box. Married filing jointly (even if only one had income) Married filing separately (MFS) Qualifying surviving spouse (QSS)

If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QSS box, enter the child's name if the qualifying person is a child but not your dependent:

If treating a nonresident alien or dual-status alien spouse as a U.S. resident for the entire tax year, check the box and enter their name (see Instructions and attach statement if required):

Digital Assets At any time during 2024, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? (See Instructions.) Yes No

Standard Deduction Someone can claim: You as a dependent Your spouse as a dependent Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness You: Were born before January 2, 1960 Are blind Spouse: Was born before January 2, 1960 Is blind

Dependents (see instructions):

(1) First name	Last name	(2) Social security number	(3) Relationship to you	(4) Check the box if qualifies for (see instructions): Child tax credit	Credit for other dependents
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Income

1a	Total amount from Form(s) W-2, box 1 (see instructions)	1e	
b	Household employee wages not reported on Form(s) W-2	1b	
c	Tip income not reported on line 1a (see Instructions)	1c	
d	Medicaid waiver payments not reported on Form(s) W-2 (see instructions)	1d	
e	Taxable dependent care benefits from Form 2441, line 26	1e	
f	Employer-provided adoption benefits from Form 8839, line 29	1f	
g	Wages from Form 8919, line 6	1g	
h	Other earned income (see instructions)	1h	
i	Nontaxable combat pay election (see Instructions)	1i	
z	Add lines 1a through 1h	1z	0

Attach Sch. B if required

2a	Tax-exempt interest	2b	Taxable interest
3a	Qualified dividends	3b	Ordinary dividends
4a	IRA distributions	4b	Taxable amount
5a	Pensions and annuities	5b	Taxable amount
6a	Social security benefits	6b	Taxable amount

Standard Deduction for—

- Single or Married filing separately: \$14,500
- Married (filing jointly) or Qualifying surviving spouse: \$29,200
- Head of household: \$21,900
- If you checked any box under Standard Deduction, see Instructions.

7	If you elect to use the lump-sum election method, check here (see instructions)	7	
8	Capital gain or (loss). Attach Schedule D if required. If not required, check here	8	18,466
9	Additional income from Schedule 1, line 10	9	18,466
10	Add lines 1z, 2b, 3b, 4b, 5b, 6b, 7, and 8. This is your total income	10	
11	Subtract line 10 from line 9. This is your adjusted gross income	11	18,466
12	Standard deduction or itemized deductions (from Schedule A)	12	29,200
13	Qualified business income deduction from Form 8995 or Form 8995-A	13	
14	Add lines 12 and 13	14	29,200
15	Subtract line 14 from line 11. If zero or less, enter -0-. This is your taxable income	15	0

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate Instructions.
HTA

Form 1040 (2024)

	Service Description	Charges	Payments/ Adjustments	Patient Balance
1/25	Patient: Kinly Phelps Claim:12709978, Provider: Carrie Gordon, MD 59400 Routine Ob Care Incl Vag Del Select Value Exchange Payment Select Value Exchange Adjustment Encounter Total Total Insurance Payments Total Insurance Adjustments Total Patient Payments	\$3,500.00 \$3,500.00	\$1,915.64 \$945.81 \$2,861.45 \$1,915.64 \$945.81 \$0.00	\$638.55

Address
 (First, Middle Initial)

State ZIP

If Paying By Credit Card, Fill Out Below

CHECK CARD USING FOR PAYMENT



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

PRINT NAME

Primary Insurance Updates

Insured Name
 Insurance Name Effective Date
 Insurance Street Address

Secondary Insurance Updates

Secondary Insured Name
 Secondary Insurance Name Effective Date
 Secondary Insurance Street Address

ASSESSOR EVIDENCE



Morgan County Clerk-Auditor
Board of Equalization
Katie Lasater

FORNELIUS BROOKS KEITH
4978 W SNOW CANYON RD
Morgan, Utah 84050



801-829-6811



klasater@morgancountyutah.gov



www.morgancountyutah.gov

00-0090-7131/ 09-ROAMSFR1A-0131

FORNELIUS BROOKS KEITH

We are informing you the status of the Board of Equalization that was received on (12/16/2025):

Morgan County has reviewed the Late Appeal to the Morgan County Commission BOE. After looking at the status of the Primary Residential Exemption qualification and the extreme situation by or on 9/15/2025 Morgan County will grant through stipulation the Primary Residential Exemption. Please see attached Stipulation for agreement.

The 2025 Market Value is \$798,039

Please respond to the stipulation within 10 days of receiving this.

Thank you for taking the time to look over the information given.

Leslie Hyde

Morgan County Clerk-Auditor

Stipulation of Agreement for Real Property Valuation

Form PT-014
PT-014.ai Rev. 1/00

MORGAN _____ County Board of Equalization

General Information

Appellant: **FORNELIUS BROOKS KEITH** Date: **02/10/2026**

Property identification number: **00-0090-7131/ 09-ROAMSFR1A-0131** Appeal number: **Fornelius**

Valuation

	Pre-Board Market	Equalized Market
Land/FAA (real estate)	\$ 220,000	\$ 220,000
Improvements	\$ 578,039	\$ 578,039
Personal property	\$	\$
Total Value	\$ 798,039	\$ 798,039

Explanation of Agreement

Morgan County will Grant the Primary Residential Exemption on the Parcel for the 2025 Year. This is for a Late Appeal that the Morgan County Commission opened. The value will remain the same at \$798,039 and the exemption will change the taxable value.

We hereby stipulate and agree that this appeal be resolved as proposed and waive our rights to a formal hearing. **The appellant also agrees to waive any appeal rights to the Tax Commission.**

Appraiser or Board of Equalization Hearing Officer _____ Date: **02/10/2026**

County Assessor or Deputy Assessor _____ Date: **02/10/2026**

Board of Equalization (Member of Legislative Body) _____ Date: _____

Appellant _____ Date: _____

Each signing party should receive a copy of this form

LATE APPEAL APPROVAL

12-16-2025

Leslie Hyde

From: Leslie Hyde
Sent: Wednesday, December 17, 2025 10:32 AM
To: 'Brooks Fornelius'
Subject: RE: Tax appeal
Attachments: 2025 Request for Appeal.pdf

Good morning! I am happy to let you know that your Late Filed Request for Review for Board of Equalization was approved last night. You will now need to file a Request for Appeal. Please send me all of your documents and completed application. Please let me know if you have any questions!

Leslie A. Hyde
Morgan County Clerk/Auditor

From: Brooks Fornelius <forneliusbrooks@gmail.com>
Sent: Monday, December 1, 2025 1:57 PM
To: Leslie Hyde <lhyde@morgancountyutah.gov>
Subject: Re: Tax appeal

CAUTION: This email originated from outside of Morgan County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you are unsure please contact Jeremy or Brandon.

Yes this one?

b. CR 25-23-BOE Late Appeal Request: Brooks Fornelius

The BOE Board reviewed a late appeal request from Brooks Fornelius, who cited multiple reasons for reopening the appeal, including a medical emergency and mailing issues. Janell Walker County Assessor, and legal counsel explained that the property has four owners of record and that notices were properly sent to the mailing address designated by the owners at the time of recording. It was noted that a birth alone is not typically considered a medical emergency, but commissioners discussed complications related to pregnancy, including preeclampsia and hospitalization, and acknowledged that these circumstances could reasonably qualify as an extraordinary medical emergency that diverted attention during the appeal period. Commissioners also discussed ongoing addressing and mail delivery problems in the Rome subdivision, clarifying that postal service issues alone are not a qualifying exception under Board of Equalization rules, though they acknowledged the broader context. After discussion about fairness and consistency with prior decisions, the commission determined that the medical circumstances met the criteria for an exception and approved the late appeal request.

Commissioner Nickerson Move to approve CR-25-23-BOE

Second by Commissioner Blocker

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

Commissioner Newton Moved to go out of BOE Board and back to County Commission

Second by Commissioner Fackrell VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

**5. August Granath – Discussion/Decision – Governor’s Office of Economic Opportunity
Discussion and decision to adopt CR 25-66 Morgan County’s Rural Economic Blueprint.**

The Commission reviewed an updated recap of the Rural Blueprint Economic Plan following the December 2 work session, with August Granite participating online and Sherry Stevens from the

CR 25-23-BOE

**A RESOLUTION OF THE MORGAN COUNTY BOARD OF EQUALIZATION
ACCEPTS/DECLINES THE LATE 2025 APPEAL OF PARCEL 00-0090-7131**

WHEREAS, Utah Code § 59-2-1001 et seq. authorizes the Morgan County Board of Equalization ("BOE") to head and decide taxpayer appeals of real property valuations; AND

WHEREAS, Utah Administrative Code R884-24P-66 (13) states "A county board of equalization shall make a determination as to whether to accept an application to appeal the valuation or equalization of a property owner's real property that is filed after the last day of the appeal period;" AND

WHEREAS, the BOE is limited to the reasons enumerated in subsection (12) of Utah Administrative Code R884-24P-66 as cause to accept a late appeal; AND

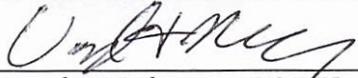
WHEREAS, the BOE is required to prepare its decision in writing, stating reasons and statutory basis for the decision;

NOW, THEREFORE, BE IT RESOLVED by the Morgan County Board of Equalization that the request for late appeal is hereby accepted/denied.

The Commission determined that the medical circumstances met the criteria for a late appeal.

PASSED AND ADOPTED by the Morgan County Board of Equalization this 16th day of December , 2025.

MORGAN COUNTY BOE:



Vaughn Nickerson, BOE Vice-Chair

APPROVED AS TO FORM:



Garrett Smith, Morgan County Attorney

ATTEST:



Leslie A. Hyde, BOE Clerk

BOE MEMBERS VOTING:

	AYE	NAY	ABSENT
Michael Newton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vaughn Nickerson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blaine Fackrell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raelene Blocker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any appeal of the BOE's decision in this matter shall be processed in accordance with Utah Law.

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3 D7EA>GF;A@A8F: 7? AD93@5AG@FK 4A3D6 A87CG3>;L3F;A@ APPROVING!67@K;@9 BD;? 3DK 7J 7? BF;A@ FA B3D57> ""Ž"+0-7131 FOR THE TAX YEAR 2025.

WHEREAS, Utah Code § 59-2-1001 et seq. authorizes the Morgan County Board of Equalization to review and modify the assessment of real property for the tax year 2025.

WHEREAS, the Board of Equalization on **December 16th, 2025** adopted Resolution **CR 25-23-BOE S'fW** regarding the assessment of real property for the tax year 2025.

WHEREAS, the Board of Equalization on **December 16th, 2025** adopted Resolution **CR 25-23-BOE S'fW** regarding the assessment of real property for the tax year 2025.

I : **7D73E fZMA7** [e dWg[dWfa SbbchW_ aV[ki adWk fZSbbW]` SUadS` UW i [fZ GfSZ`Si -

@AI IF: 7D78AD7 47;F D7EA>H76 Tk fZW` adS` 5ag` fk 4aScV aX 7cgS[l Sf[a` fZSf,

- 1) The appeal in question is hereby approved/modified/denied.
- 2) The Morgan County Assessor is authorized to make any necessary adjustments to the appealed parcel consistent with the BOE's decision.
- 3) Any appeal of the BOE's decision in this matter shall be processed in accordance with Utah Law.

PASSED AND ADOPTED by the Morgan County Board of Equalization this 17th day of February, 2026.

MORGAN COUNTY BOE:

APPROVED AS TO FORM:

Matthew Wilson, BOE Chair

Garrett Smith, Morgan County Attorney

ATTEST:

BOE MEMBERS VOTING:

Leslie A. Hyde, BOE Clerk

AYE NAY ABSENT

Michael Newton _____ _____ _____

Vaughn Nickerson _____ _____ _____

Blaine Fackrell _____ _____ _____

Raelene Blocker _____ _____ _____

Matthew Wilson _____ _____ _____

MEMO

To: Morgan County Commission

RE: IFC Fire Code and related
February 12, 2026

I have begun the review of the 2021 IFC Code as adopted by Morgan County in relationship to the current Morgan County zoning and development codes. I have found several areas of concern and conflict.

The current 2021 IFC gives the County (myself as AHJ) some latitude in compliance with the sprinkler requirements however my position is that the code, as adopted, is followed. Adjustments to the sprinkler code requirements should be the exception and not the rule.

Most references to small subdivisions with the code as well as surrounding agencies limit numbers of dwelling units. 3-5 dwelling units is a standard reference for “small”. Anything over this should generally require a water system including hydrants and water storage. The current Morgan County zoning code allows between 10 and 25 dwellings units without addressing water storage and supply.

I have also included a policy from another agency regarding fire plan reviews that will assist Morgan County with consistent and professional 3rd party reviews related to code requirements and compliance with IFC.

One of my priorities as Fire Chief is to standardize plan reviews, zoning and developments ordinances, IFC adoption and compliance. Consistency is important. Standardizing our inter-related codes is critical in enforcement and ultimately the safety of my personnel and the citizens in these new developments.

I look forward to discussing these matters with each of you.

Best Regards,
Brad Wilkes
Morgan County Fire Chief



SOUTH DAVIS METRO FIRE AGENCY

PEER REVIEW FOR FIRE PROTECTION SYSTEMS

In accordance with Section 104.7.2 of the International Fire Code, South Davis Metro will require a “technical opinion and report” (peer review) of all plans for the installation and/or modification of an automatic fire protection system, installation and/or modification of fire alarm and detection systems and related equipment, fire pumps and related fuel tanks, jockey pumps, controllers and related equipment, installation, modification, or removal from service of a standpipe system.

Exceptions to required peer reviews:

- 1- Installation of fire hydrants and underground fire protection supply lines.
- 2- Pre-engineered kitchen hood suppression systems.
- 3- Installation or relocation of less than 10 sprinkler heads.
- 4- Installation or relocation of less than 10 alarm/notification appliances.

The following individuals/companies have been approved by the South Davis Metro Fire as design professionals from whom third party plan reviews will be accepted. In addition to these individuals, any individual meeting one of the following requirements will be considered as an acceptable third party plans examiner. Credentials must be submitted and reviewed by the South Davis Metro Fire Fire Marshal prior to approval.

Third Party Plans Examiner Qualification Requirements:

1. Licensed Professional Engineer (PE)
2. Licensed Fire Protection Engineer (FPE)
3. Bachelor's Degree or Higher in Fire Protection Engineering
4. NICET Level III Certification in the Specific Field of Review

Protection Consultants Inc.

Bob Goodloe

1199 S. Main St #101
Centerville, Utah 84014
Office: 801-295-6070
Fax: 801-677-6070
Email: bob@pciut.com

West Coast Code Consultants, Inc.

Scott W. Adams

908 West Gordon Avenue – Suite #3
Layton, UT 84041
Mobile: 435-901-2891
Office: 385-237-3722
Email: scotta@wc-3.com
Submittals: permitdeskutah@wc-3.com

Craig Blue, PE Inc.

Craig Blue, P.E.

1971 West 3300 South #A
West Valley City, Utah 84119
Office: 801-886-3473
Email: craig@cbluepe.com

ORDINANCE NO. CO-24-05

AN ORDINANCE ADDING RESIDENTIAL FIRE SPRINKLER SYSTEM REQUIREMENT TO TITLE XV CHAPTER 152: FIRE PREVENTION AND PROTECTION

WHEREAS, under Utah Code Ann. Section 15a-5-203, grants Morgan County the authority to require automatic fire sprinkler systems in the construction of new structures built in accordance with the requirements of the International Residential Code as adopted in the Utah State Construction Code under certain circumstances; and

WHEREAS, Morgan County has seen a rapid increase in new construction throughout the County, increasing the demands upon the County’s existing Morgan County Bureau of Fire Prevention Bureau (“MCBFP”) as well as decreasing the ability of its departments to rapidly and effectively respond to fires; and

WHEREAS, the Morgan County Commission has determined that changes to the Fire Code are necessary to better provide for the fire protection needs of the MCBFP in an effort to better protect the health, safety, and welfare of its residents; and

WHEREAS, automatic fire sprinkler systems have been proven to significantly reduce the likelihood of injury and death to occupants and firefighters as well as limit the likelihood fire damage to the structures and the spreading of fires to other structures and property.

NOW, THEREFORE, THE COUNTY COMMISSION OF MORGAN COUNTY, STATE OF UTAH ORDAINS AS FOLLOWS:

Section 1. Enactment. Morgan County Code is hereby amended to adopt Title XV, Section 152.05 Residential Fire Sprinkler System Requirement as more specifically described in Exhibit “A”, attached hereto and incorporated herein by reference.

Section 2. Severability. If any section, part, or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 3. Effective Date. This Ordinance shall become effective after subsequent publication in accordance with State Law, but not before 15 days after its passage, unless a noted exception is included pursuant to Utah Code Ann. Section 17-53-208(6).

Section 4. Public Notice. The Morgan County Clerk is hereby ordered, in accordance with the requirements of the Utah Code Section 17-53-208, as amended, to do as follows:

- a. Enter at length this ordinance in the ordinance book;
- b. Deposit a copy of this ordinance in the office of the County Clerk;

- c. Publish a short summary of this ordinance, together with a statement that a complete copy of the ordinance is available at the County Clerk's Office and with the name of the members voting for and against the ordinance, for at least one publication in a newspaper published in and having general circulation in the County; or post a complete copy of this ordinance in nine public places within the County

APPROVED, ADOPTED AND PASSED and ordered published by the Morgan County Commission, this 20th Day of FEBRUARY, 2024.

ATTEST:

MORGAN COUNTY GOVERNING BODY

Leslie A Hyde
Leslie Hyde
Morgan County Clerk

Mike Newton
Mike Newton, County Commission Chair

APPROVED AS TO FORM

Garrett Smith
Garrett Smith
Morgan County Attorney

Commission Members	Voting:		
	AYE	NAY	ABSENT
Robert McConnell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Newton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jared Anderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blaine Fackrell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exhibit A: Proposed Text Enactment**§ 152.05 RESIDENTIAL FIRE SPRINKLER SYSTEM REQUIREMENT.**

- A. Fire Sprinkler System Requirements. Automatic fire sprinkler systems are required to be installed in any new residential structure in Morgan County, if any of the following conditions exist:
1. the structure:
 - a. is located in an wildland urban interface area as provided in the Utah Wildland Urban Interface Code adopted as a construction code under the State Construction Code; and
 - b. does not meet the requirements described in Utah Code, Subsection 65A-8-203(4)(a) and Utah Administrative Code, R652-122-1300, Minimum Standards for County Wildland Fire Ordinance;
 2. the structure is in an area where a public water distribution system with fire hydrants does not exist as required in Utah Administrative Code, R309-550-5, Water Main Design;
 3. the only fire apparatus access road has a grade greater than 10% for more than 500 continual feet;
 4. the total floor area of all floor levels within the exterior walls of the dwelling unit exceeds 10,000 square feet; or
 5. the total floor area of all floor levels within the exterior walls of the dwelling unit is double the average of the total floor area of all floor levels of unsprinkled homes in the subdivision that are no larger than 10,000 square feet.
 6. Exception: A single family dwelling does not require a fire sprinkler system if the dwelling:
 - a. is located outside the wildland urban interface;
 - b. is built in a one-lot subdivision; and
 - c. has 50 feet of defensible space on all sides that limits the propensity of fire spreading from the dwelling to another property.
 7. As a general rule, any residential structure that does not exceed 3,600 square feet of living space as defined in the International Residential Code is not required to install an automatic fire sprinkler system unless the Authority Having Jurisdiction determines there is a substantial public health or safety interest to require installation of the same.
- B. Fire Sprinkler System Permits.
1. Prior to permit approval, the Morgan County Bureau of Fire Prevention (“MCBFP”) must receive and review all Fire Sprinkler System plans, calculations, and other information pertaining to the Fire Suppression System as well as the project’s physical address, lot number, and building permit number.
 2. Fire Sprinkler System plans must specify an approximate location of interior and exterior alarm notification appliance location in accordance with any other applicable code and be approved by MCBFP official.
- C. Fire Sprinkler System Completion. At the completion of the project, the fire sprinkler contractor must provide and/or verify that the following has been completed:
1. Hydraulic Design Information Sign: Provide a Hydraulic Design Information Sign for each Design Area on the riser to indicate the location of the design area, the discharge densities over the design area, the required flow and residual pressure demand at the base of riser and hose stream demand included in addition to the sprinkler demand (NFPA 13-24.5);

2. Electric Horn and Strobe: Verify that power has been provided to the outside electric horn and strobe/interior alarms and that all are operational and in an approved location.
3. Pressure Gauges: Provide pressure gauges such that a gauge is located above and below the backflow prevention device and/or check valve on anti-freeze system, to measure the supply and system pressures.
4. Sprinkler Systems Equipped with Booster Pumps: All equipment related to the operation of supplied booster pump must be labeled and distinguishable to prevent system failure.
5. Address for Structure: Verify that the General Contractor has provided the correct address identification for the structure.
6. Stock of Spare Sprinklers: Provide a supply of spare sprinklers in accordance with applicable standard:
 - 7.2.1 NFPA 13 Section 6.2.9 – Stock of Sprinklers
 - 7.2.2 NFPA 13R Section 11.19 Sprinklers
 - 7.2.3 NFPA 13D – Not Applicable
7. System Acceptance. Upon completion of subsection 1-6, the system shall be tested to verify system will operate as per design criteria submitted by the Fire Sprinkler Contractor to MCBFP. Tests shall be approved by MCBFP.



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Standard-Examiner** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(801) 625-4302**.

Notice ID: c4BiUTusnptqThYCjQHQ | **Proof Updated: Mar. 12, 2024 at 10:16am MDT**
 Notice Name: CO-24-05

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Katie Lasater klasater@morgancountyutah.gov (801) 845-4042	Standard-Examiner

Columns Wide:	1	Ad Class:	Legals
Total Column Inches:	1.34		
Number of Lines:	11		

03/13/2024: Custom	48.24
Base Affidavit Fee	12.00

Subtotal	\$60.24
Tax	\$0.00
Processing Fee	\$6.02
Total	\$66.26

Public Notice CO-24-05

Notice of Ordinance adoption is hereby given that on February 20, 2024, the Morgan County Commission approved ordinance CO-24-05, an ordinance adding residential fire sprinkler system requirement to Title XV Chapter 152: Fire Prevention and Protection. The motion passed unanimously. The full ordinance can be reviewed in the office of the Morgan County Clerk.



Receipt

Column Software PBC
 PO Box 208098
 Dallas, TX 75320-8098
help.column.us

Paid by
 MORGAN COUNTY

Receipt number
 Invoice number 1D99792F-0004
 Notice ID c4BiUTusnptqThYCjQHQ
 Order Number UC0295
 Publisher Standard-Examiner
 Date paid Mar 12, 2024
 Payment method VISA - 5989

Description	Qty	Unit price	Amount
03/13/2024: Custom Notice	1	48.35	48.35
Base Affidavit Fee	1	12.00	12.00
=== Notes === Notice Name: CO-24-05 Order Number: UC0295			Net Subtotal \$60.35 Tax 0.00 Processing Fee 6.04 Amount paid \$66.39



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Standard-Examiner** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(801) 625-4302**.

Notice ID: osQGl8scP0SRFimnq3lx | **Proof Updated: Feb. 08, 2024 at 08:36am MST**
 Notice Name: CO-24-02

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Katie Lasater	Standard-Examiner
klasater@morgancountyutah.gov	
(801) 845-4042	

Columns Wide:	2	Ad Class: Legals
Total Column Inches:	2.18	
Number of Lines:	9	

02/09/2024: Custom	78.47
Base Affidavit Fee	12.00

Subtotal	\$90.47
Tax	\$0.00
Processing Fee	\$9.05
Total	\$99.52

Public Notice CO-24-02

Notice of Ordinance adoption is hereby given that on February 6, 2024 the Morgan County Commission approved ordinance CO-24-02, amending the future land use map, from ranch residential 5-acre minimum and rural residential to rural residential completely, and the Morgan County official zoning map, from agricultural (A-20) and rural residential 5-acre minimum (RR-5) zones to rural residential 1-acre minimum (RR-1) zone, otherwise known as the Penrod zone map amendment, and establishing an effective date. The motion passed unanimously. The full ordinance can be reviewed in the office of the Morgan County Clerk.

Business Name	Amount Requested	How will you use the funds?	Comments	Rating	Tentative \$	Awarded
Milk Barn Creamery LLC	\$4,423.95	Equipment (Freezer Storage)	Everything but the meta ads \$4073.95	8.875	\$ 4,074	\$ 4,074
Shirts to a T	\$3,525.00	Equipment	100% ask, question as to drop in revenue, push for online sales	8.625	\$ 3,525	\$ 3,525
Wasatch Caregivers	\$4,000.00	Print & Online Advertising	Print & Online advertising, fliers, and Web improvements = 3K	8.625	\$ 3,000	\$ 3,000
Corner Cove Wellness	\$3,725.00	EWOT Expansion – Treadmill & Accessories	Treadmill & Red Light Therapy	8.5	\$ 3,725	\$ 3,725
Destination Sports, LLC	\$6,274.00	Equipment	Willing to fund half of order if she covers the other half=3137	8.5	\$ 6,274	\$ 3,137
Destination Sports, LLC	\$7,900.00	Marketing	Half	8.5	\$ 3,950	\$ 3,950
The Phoenix House Cafe	\$10,000.00	New Sink Installation	FOLLOW UP ON FINANCIALS 1/2 Construction + 1K Juicer= 5500	8.5	\$ 5,500	\$ 5,500
Binghams Custom meats	\$5,000.00	New Vacuum sealer	NO match	8.25	\$ 5,000	\$ 5,000
Deb's Spicy Pie	\$20,000.00	Increase menu	\$14,569.30 is breakdown of equipment wo wages	8.25	\$ 14,569	\$ 10,000
Corner Cove Welless	\$2,400.00	Apple iMac All-in-One Desktop Computer	700 for wide lens camera	8	\$ 700	\$ 700
Daylight Glass Interiors LLC.	\$10,000.00	New Transit Van	Good ROI & Local	8	\$ 10,000	\$ 7,500
Morgan valley prints	\$10,500.00	To buy a Sliter and creaser	This is the bid for a used piece of equipment	8	\$ 10,500	\$ 7,500
Mountain Music Academy LLC	\$6,000.00	Construction of New Classroom	5K wall and 1K on down payment on a piano	7.625	\$ 6,000	\$ 3,500
Climbaxe, LLC	\$10,000.00	Truck Engine	They are matching the ask	7.5	\$ 10,000	\$ 7,500
Jason Johnson, Talon Loans, LLC; Team Jerry Pierce, LLC; Romero Graphics	\$5,000.00	Sign Boxes/faces (marketing)	Cost is \$6,200 ask is 5K	7.5	\$ 5,000	\$ 4,500
Seventh Crossing Corp	\$5,000.00	Field & Brush Mower		7.5	\$ 5,000	\$ 2,500
9Line Holdings, LLC	\$10,000.00	Equipment	Opportunity for growth, still has 2 vacant mechanic seats, growth strategy plan?	7.25	\$ 10,000	\$ -
2BizChicks LLC DBA Morganite Gems	\$5,000.00	Direct Mailer x 2	Actual gross for 2024 was 10K; One EDDM	7	\$ 5,000	\$ 2,500
The Weight Room	\$10,000.00	Website/App. Software development	CRM for online class growth creation; X% of contract cost check ntb cut until contract received with a	6.625	\$ 10,000	\$ -
Achieve Fitness of Morgan	\$10,000.00	assist in renovation costs for new gym space	Question on to why their revenue is stagnant	6.5	\$ 10,000	\$ -
Coldsweep, Inc.	\$8,000.00	Purchase Equipment	18K they are paying 10K grant would cover the remainder	6.5	\$ 8,000	\$ -
CP2 Ventures Inc. / DBA: Restoration 1	\$5,000.00	Marketing	25% loss of revenue YOY, no money spent in marketing in 2 Fys	4.75	\$ 5,000	\$ -
					\$ 144,817	\$ 78,111