

**GRAND COUNTY, UTAH**  
**RESOLUTION NO. 3390 (2024)**

**RESOLUTION AMENDING SECTION VIII BENEFITS – ALL EMPLOYEES -  
VACATION AND SECTION X. WORK POLICIES – ALL EMPLOYEES – TRAVEL OF  
THE GRAND COUNTY EMPLOYEE HANDBOOK**

**WHEREAS**, it is necessary from time to time to amend policies contained in the Grand County Employee Handbook previously enacted by the Grand County Commission in order to improve and establish new policies and procedures;

**WHEREAS**, the Grand County Commission recognized the need to retain employees in a competitive labor market for personnel;

**WHEREAS**, the Grand County Commission approved Resolution 3343 on February 7, 2023 to allow for roundtrip mileage reimbursement for Grand County business travel;

**WHEREAS**, the County recognizes the need to modify policies from time-to-time for clarification;

**WHEREAS**, the County recognizes the need to modify policies from time-to-time to encourage utilization of County resources;

**WHEREAS**, Exhibit A, incorporated herein, modifies Travel for Grand County Business regarding mileage reimbursement;

**WHEREAS**, Exhibit B, incorporated herein, modifies Vacation regarding incoming employees upon job offer;

**WHEREAS**, the policy established herein is to be effective September 19<sup>th</sup>, 2023, and is to be included in the next County Commission approved version of the Employee Handbook; and

**NOW, THEREFORE**, be it resolved that the Grand County Commission hereby amends Section VIII Benefits – All Employees – Vacation and Section X Work Policies- All Employees - Travel for Grand County Business.

See Exhibit A and Exhibit B attached to and made part of this resolution.

**APPROVED** by the Grand County Commission in open session of a public meeting this 17th of September, 2024, by the following vote:

*Those voting aye: Clapper, Hadler, Hedin, McCurdy, McGann, Walker, Winfield*

*Those voting nay:*

*Those absent:*

**ATTEST:**

**APPROVE:**

*Gabriel Woytek*

*Jacques Hadler*

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Gabriel Woytek  
Grand County Clerk/Auditor

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Jacques Hadler  
Grand County Commission Chair

**Exhibit A:**

**SECTION X – WORK POLICIES-ALL EMPLOYEES**

**A. Travel for Grand County Business**

Grand County authorizes travel in the performance of Grand County business when the travel has been approved by the employee's Elected Official, Commission Administrator or Department Head and pays for travel, lodging and meals. These amounts paid are determined from time to time by Grand County Commission. Any expense for a spouse or traveling companion that is not another employee traveling for the same business will be the employee's responsibility.

Grand County maintains a fleet of Grand County owned vehicles for employee use on Grand County business; and contracts with specific rental car agencies for travel out of town for more than 125 miles. The fleet listing and rental car contact information is held in the Clerk/Auditor's office, where an Elected Official or employee will be able to check out or rent a vehicle and obtain temporary use of a Grand County Fuel card. If a Grand County or rental vehicle is not available, an employee may use their personal vehicle with the approval of their Elected Official, Commission Administrator or Department Head.

**1. Mileage**

Grand County will provide one-way reimbursement to an Elected Official or employee for mileage when an Elected Official or employee's personal vehicle is used for official Grand County Business, outside normal travel to and from work, due to the lack of availability of a Grand County or rental vehicle. If a Grand County or rental vehicle is available but the employee has requested and the Department Head/Elected Official or Personnel Services Director provide written approval to use a private vehicle, the employee traveling will be eligible for one-way mileage reimbursement. If approved for reimbursement, the reimbursement rate will be equivalent to the current U.S. General Services Administration, Privately Owned Vehicle (POV) Mileage Reimbursement Rates. To receive reimbursement, the Elected Official or employee must provide start and end odometer readings from the personal vehicle or a printout from Google Maps or other mapping software showing miles to and from destination.

Exhibit B

**E. Vacation**

Amended: 9/17/2024 Resolution #3390 Amended: 9/13/2023 Resolution #3363 Amended: 12/6/2022 Resolution #3342

Grand County believes that a reasonable period of time away from the job is conducive to the good health and well-being of the employee and can have a refreshing effect that is to the advantage of Grand County, as well as to the employee.

Grand County has the authority to negotiate an increased vacation accrual rate upon extending a job offer.

Grand County awards paid vacation to all full-time regular employees according to the following schedule:

Eligible employees earn vacation as follows:

	Hours Accrued per Pay Period (Except for the third pay period in a month which occurs twice per year)	Annual Vacation Days Awarded
0- 60 months	4.000	12 days
61-108 months	5.000	15 days
109 + months	6.667	20 days

Guidelines to the use of accrued vacation time:

1. All non-exempt and exempt full-time regular employees must report vacation hours in increments of not less than one quarter (.25) of an hour.
2. To request vacation time, an employee must complete a Time off Request Form and obtain approval from their Elected Official, Commission Administrator or Department Head at least 30 days prior to the start of their time off, or at the discretion of the supervisor. This form will be retained by the approving supervisor until the corresponding timesheet is completed. Then a copy of the approved request form will be attached and submitted to payroll.
3. Holidays observed by Grand County that occur while an employee is on vacation are not deducted from an employee's accrued vacation time.
4. Unused accrued vacation balance may be carried forward to succeeding years. However no more than 40 days (320 hours) may be carried forward each year, encouraging employees to plan and take at least 2 weeks of vacation each year.
5. Employees shall not take vacation time before accruing it.

6. Vacation must be taken as time off. Grand County will not pay cash in lieu of accrued vacation time, unless an employee is terminating employment with Grand County. Employees who terminate employment after one year of employment may be paid for unused accrued vacation time up to 240 hours calculated at the base wage in effect on the employee's last day at work. However, Grand County retains the right to refuse payment for unused accrued vacation time to employees who are terminated for insubordination, violent or destructive acts against Grand County employees or property, or unlawful theft or retention of Grand County property. Any hours over 240 hours will be forfeited in payout. Employees in their first year of employment with Grand County will not be paid out for any unused accrued vacation balance.

The Personnel Services Department keeps the official record of accrued vacation hours.