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The Town of Ignacio, Colorado

Human Resources Policies and Procedures

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Introduction

Employment with the Town

These Policies and Procedures of the Town are designed as a guide for the management and administration of employment practices and employee-related matters. The policies that follow do not cover every situation that may arise.

Should you need assistance in the interpretation of a policy, please consult your Department Head or the Town Manager. In any event, good judgment, knowledge of and adherence to the policies and practices, and cooperation are an employee's professional responsibility.

Employment with the Town offers many opportunities and benefits; however, the Town and its management make no commitment for employment of any specific duration. Your employment with the Town is "at-will." As an employee of the Town you have no contractual, property, or other legal rights in any term, condition, or aspect of the employment relationship, including but not limited to, termination. Just as you are free to resign at any time, the Town retains the right to conclude your employment at any time as it has set forth in this manual.

The Town Board retains the right and may change the policies and procedures set forth in this manual from time to time and at any time, for any reason or no reason. Further, it retains the right to make changes on a case-by-case basis in keeping with the circumstances and with sound business practices. The Town Manager, as necessary, shall recommend changes. All changes adopted by the Town Board shall become effective on the date of adoption or such date as the Town Board designates.

The Town Manager, at any time deemed necessary or proper for purposes of enforcement or implementation of these policies and procedures, may adopt, amend, or rescind written administrative procedures consistent with the policies set forth herein. Such procedures shall become effective on the date(s) specified by the Town Manager.

The policies and procedures set forth herein become effective on August 14, 2012 and revised on August 20, 2014. Subsequent changes will supersede that which appears in this manual and will become effective upon the date of authorization by the Town Board or an authorized designee.

COMPLIANCE

Equal Employment Opportunity

The Town fully supports federal and state Equal Employment Opportunity requirements. The Town provides an Equal Employment Opportunity to all employees, applicants, and candidates for employment without regard to race, creed, color, sexual orientation, age, disability, religion, Vietnam era or veteran status, or national origin. Equal Employment Opportunity includes, but is not limited to, hiring, training, promotion, transfer, demotion, and termination. It is the Town's intent that all employees benefit from a safe work environment free from all forms of discrimination including harassment. Discrimination or harassment based on race, creed, color, sexual orientation, age, disability, religion, Vietnam era or veteran status, or national origin is considered a violation of its policies and practices.

The Town believes that it is all employees' singular and collective responsibility to deal fairly and honestly with their peers, subordinates, and superiors as well as applicants to ensure a work environment free of discrimination.

Any employee, applicant, or candidate who feels that he/she has been discriminated against based on race, creed, color, sexual orientation, age, disability, religion, Vietnam era or veteran status, or national origin should without fear of reprisal:

- **If employed**, contact the: 1) Immediate Supervisor or 2) Department Head or 3) Town Manager in the respective order shown, unless the situation warrants skipping a level of supervision (i.e., where the perpetrator of alleged discriminatory action(s) is the Supervisor).
- **If an applicant or candidate**, contact the Town Manager.

The Town will, upon receipt of information that may not reflect support of its Equal Employment Opportunity practices, investigate the circumstances and if needed, take appropriate actions to eliminate the persistence of such circumstances. The employee or applicant may be asked to provide additional information for the investigation. The Town will attempt to maintain confidentiality of the situations and parties involved, but it makes no guarantee of absolute anonymity. Employees and external parties may be provided with information on a "need to know" basis as a part of the investigative process. Proof of either discrimination or a false accusation may result in disciplinary action up to and including termination of employment for employees and/or legal action for employees, applicants, and/or candidates.

Harassment

It is the Town's intent that all employees enjoy a safe work environment free from all forms of discrimination including harassment. Discrimination, inappropriate behavior or harassment based on age, race, color, religion, disability, Vietnam era or veteran status, sexual orientation, or national origin is considered a violation of its policies and practices.

The Town believes it is all employees' singular and collective responsibility to deal fairly and honestly with their peers, subordinates, and superiors as well as applicants to ensure a work environment free of discrimination and harassment. Disrespect for or abuse of anyone's dignity through verbal, physical, or visual slurs of a sexual or intimidating nature through derogatory or other inappropriate conduct is unacceptable and may be the subject of disciplinary action up to and including immediate termination.

Sexual harassment is a specific form of discrimination/harassment that undermines the integrity of the employment relationship. The Town will not tolerate harassment by Town employees or by those who work with the Town including suppliers, general public, consultants, or any other vendors. Unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when one or more of the following examples may exist:

- Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of the conduct is the basis for an employment decision affecting the employee.
- The conduct substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work situation or atmosphere.

Harassment and/or discrimination based on age, race, color, religion, disability, veteran status, national origin, sexual orientation, or any other factors protected by law undermines the employment relationship. Harassment may take the form of verbal or physical conduct that disparages, threatens, or shows aversion to an individual because of the aforementioned factors. This form of harassment may exist if one or all of the following exist:

- The conduct substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work situation or atmosphere.
- The conduct adversely affects an employee's employment or work opportunities.

Any employee, applicant or candidate, who feels that he/she may have encountered harassing circumstances, should without fear of reprisal contact Town management as outlined below.

- ***If employed***, contact the: 1) Immediate Supervisor or 2) Department Head or 3) Town Manager in the respective order shown, unless the situation warrants skipping a level of supervision.
- ***If an applicant or candidate***, contact the Town Manager.
- **If the accusation involves the Town Manager**, contact the Mayor.

The Town will, upon receipt of information that indicates a possible lack of support of its Equal Employment Opportunity practices and Harassment policies, investigate the circumstances and if needed, take appropriate actions to eliminate the persistence of such circumstances. The employee, applicant, or candidate may be asked to provide additional information for the investigation. The Town will attempt to maintain confidentiality of the situations and parties involved, but it makes no guarantee of absolute anonymity. Employees and external parties may be provided with information on a "need to know" basis as a part of the investigative process. Proof of discrimination, harassment, or a false accusation may result in disciplinary action up to and including termination of employment for employees and/or legal action for employees, applicants, and/or candidates.

Safety

It is the Town's intent that all employees enjoy a safe work environment free from known health and safety hazards.

The Town has established safety practices concerning work area organization as well as use of tools, equipment, and chemicals.

- Each employee is expected to take responsibility for helping ensure that the standards are followed by conducting his/her activities in accordance with established practices.
- It is each employee's responsibility to report any accident or injury on the job immediately regardless of severity.
- Failure by an employee to follow safety standards or related practices may result in immediate disciplinary action up to and including immediate discharge.

Drug-Free Workplace

The Town is the recipient of federal grants. Because of the Town's status as a federal grant recipient, it is required to comply with the Drug-Free Workplace Act.

Compliance with the Drug-Free Workplace is a condition of continued employment with the Town. All employees are required to acknowledge that they have read and agree to abide by the following policy by signing a copy of the policy, which is provided to the employee during the initial employment orientation.

POLICY STATEMENT:

The Town strives to provide for its employees a safe and productive workplace and an atmosphere that allows for the protection of its assets. Compliance with the Drug Free Workplace Policy is a condition of continued employment with the Town. This policy applies to all employees, contractors, and vendors. The Town expects all employees, contractors, and vendors to be in a suitable mental and physical condition while at work, reporting to work, and during work-related functions allowing for safe and effective job performance.

Consistent with the Drug-Free Workplace Act of 1988, the Town will maintain a workplace free from the influence of controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on any Town site or any site where work is being performed on behalf of the Town.

Any Town employee reporting for work or working under the influence of illegal drugs or narcotics and/or involved in the manufacture, possession, sale, or use of such illegal substances during Town business will be subject to disciplinary action up to and including immediate dismissal.

The employee shall also notify the Town of any criminal drug statute conviction no later than five (5) days after such conviction. The employee shall also notify his/her Department Head who will report the incident to the Town Manager. Failure to report such a conviction will subject the employee to dismissal.

The Town retains the right to offer employees convicted of a violation of a criminal drug statute participation in an approved rehabilitation or drug assistance program as an alternative to or in addition to disciplinary actions. Participation in such a program is the financial responsibility of the employee. If such a program is offered, the employee must satisfactorily participate in and complete the approved program as a condition of continued employment.

Violence-Free Workplace

The Town is committed to preventing workplace violence and to maintaining a safe work environment.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time will not be tolerated.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or the Town Manager. This includes threats by employees, as well as threats by citizens, vendors, solicitors or other member of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor and/or the Town Manager. The employee should not place him/herself in peril. If the employee sees or hears a commotion or disturbance near his/her workstation, **do not try to intercede** -- Seek assistance of the supervisor, department head, Police Department, or the Town Manager, and, if appropriate, call 911.

The Town will promptly and thoroughly investigate all reports of threats or actual violence and of suspicious individuals or activities. The Town has the discretion of requesting outside Law Enforcement assistance as deemed necessary by the Town. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Town may suspend employees, either with or without pay, pending investigation.

Any employee found to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. The Town encourages employees to bring their disputes or differences with other employees to the attention of their supervisor, department head, or the Town Manager before the situation escalates into potential violence. The Town is eager to assist in the resolution of employee disputes and will not discipline employees for raising **valid** concerns.

Confidentiality

Although many of the records maintained by the Town are considered public records under state law, certain classes of documents and/or information are considered confidential and private. Records that are confidential include, but are not limited to, employee records, the records maintained by the Town Attorney's Office, criminal records maintained by the Police Department, and information that is confidential as a result of contracts or leases with other parties.

Dissemination of confidential or private information may be a violation of State law. Before providing any information or documents to the public, Town employees must be certain that such information/documents are not confidential and/or private. If there is any doubt, the employee must request guidance from the supervisor, department head, or the Town Manager.

Employees should not discuss matters that other employees or clients would have an expectation of privacy in any setting. Any release or inappropriate discussion of confidential or private information, or records, in violation of this policy is grounds for disciplinary action, including immediate termination.

Only the Town Manager or his/her designee should release Town information to any member of the news media.

Employment with the Town

Full-Time Employee Recruitment and Selection

The Town is an equal opportunity employer. In support of its practices, the Town utilizes recruitment and selection practices that are designed to employ the most qualified person for the specific position in a time and cost effective method. While the following procedures are provided as recommendations, it should be recognized that each recruitment may be conducted in a manner and time frame appropriate to the specific position and needs of the Town at that given point in time and may not necessarily be conducted in a manner similar to any past or future recruitment process. The Town Manager, in consultation with the Department Head, may exercise discretion in determining the recruitment method utilized for each job vacancy.

POLICY STATEMENT:

- **Vacancies** - The Department Head is responsible for notifying the Town Manager of a position opening and seeking authorization to fill any full-time position.
- **Announcements** - A full-time job opening shall be advertised, in accordance with the Town ordinance that specifies conventions for announcing job openings, to notify internal applicants and members of the general public who may be interested and qualified for the position.

All Town departments shall receive notice of full-time job openings so that current employees are informed of the vacancy or vacancies.

The Job Announcement shall document:

- Position Title and a brief description of position duties
- Salary Range for the position
- Minimum requirements and qualifications
- The Town's Equal Employment Opportunity Statement
- Application procedures, and
- The time frame during which applications will be accepted
- **Application Forms** - The Town uses application forms that meet the standards set forth by Federal and State laws. All persons interested in being considered for a full-time position must complete a Town application.
- **Screening and Testing** - Once applications have been accepted, the selection process may include:
 - Job related standardized tests or screening processes, which are given to each applicant who is being considered. Examples include: Public Safety testing such as verbal and written skills and health evaluations. Public Works testing such as commercial driver's license qualification and physical/strength examinations; and typing tests for clerical positions.
 - Signing a waiver of liability releasing the Town from responsibility for injury or damage that could occur as a result of tests that are required for certain positions.
- **Interviews** – It is required that any candidate for a full-time position who has been selected be interviewed prior to recommendation for hiring. This process may include the following components:
 - The interviews may be conducted by one person or a panel of individuals, as management deems appropriate.
 - All interviewees will be asked the same questions that will be documented and maintained within the selection files.

- **Examinations** - Upon receipt of a conditional offer of employment, all regular full-time and part-time positions may require that the applicants be examined by the Town's chosen professionally-recognized and verifiable health care provider. These examinations are job related and are conducted in the interest of the candidate's health and safety to assure that his/her health condition is compatible with the duties and responsibilities of the position being sought or to ensure that the Town can make reasonable accommodations.

Certain selected positions, which will be specified during the application process, may require the candidate to be evaluated by a mental health professional chosen by the Town to assure compatibility with identified tasks that are mentally and emotionally demanding. (For Police positions, reference the Standard Operating Procedures of the Police Department.)

- **Background Information** - As stated in the Town's Motor Vehicle Records Review Policy, each prospective employee must have a valid Colorado driver's license of the appropriate type, if one is required for the position. Each such prospective employee must provide at his or her own expense a current Motor Vehicle Record (MVR) that is no older than 30 days.

The Ignacio Police Department will evaluate the prospective employee's MVR prior to hiring. No person shall be hired into a position requiring a driver's license unless the person's MVR meets the criteria listed in Section V on the Town's Motor Vehicle Records Review Policy.

- **References** - Applicants are asked to provide references as part of the pre-employment process. Former employers, supervisors, and personal references may be contacted and qualifying credentials may be authenticated prior to scheduling an interview appointment.
- **Appointments** - Once the selection processes are completed, the Department Head shall provide the Town Manager with all the necessary information and documentation for review and, if appropriate, hiring authorization.
- **Applicant Falsification of Information** - Applicants who are selected for interviews and who subsequently may be extended a conditional offer of employment will be immediately disqualified from the recruitment process should it become apparent that application information is inaccurate, incomplete, misleading, false, or untrue whether it is on the application form, resume or other written documentation, or is verbally stated.

Should a candidate accept an offer of employment and the Town subsequently discover that an applicant's information was inaccurate, incomplete, misleading, false or untrue, the Town retains the right to proceed with disciplinary action up to and including immediate termination of employment.

Selection Process Documentation - Unsuccessful job applicant resumes and/or applications, selection documentation, correspondence, and other relevant information concerning the applicant or candidate will be retained in a secure and confidential file in accordance with State and Federal regulations. All requested disclosures would be conducted in accordance with the strictest regulatory requirements.

New Employee Orientation – On or about the first day of employment, new Town employees shall report to the Finance Director or his/her designee for initial employment orientation and for the purposes of receiving payroll, benefits, and employment information. Department heads and supervisors are responsible for job orientation and department specific procedures.

Waiver of Process(es) - With Town Manager approval, any and all of the aforementioned processes may be waived in the hiring process.

Nepotism

The Town recognizes that the employment of immediate family members may occur on occasion. It shall take the steps necessary to ensure that no full-time immediate family members are employed in direct or indirect supervisory, subordinate relationships, or other situations that could present a security or confidentiality concern or a conflict of interest. This may include, but not be limited to, the transfer of employees within the organization to maintain impartial employment practices and to enhance supervision and security.

POLICY STATEMENT:

- The Town defines relatives as: two individuals related by blood, adoption, marriage or domestic partnership (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence). Relatives are spouse, parent, child, grandparent, grandchild, brother or sister, in-laws, step-relations, life partners, or other family members who by domestic association are not distinguishable from the relatives identified.
- The Town ordinarily will not employ close relatives under circumstances where:
 - One would directly or indirectly exercise supervisory, appointment, or dismissal authority over the other
 - One would directly or indirectly have authority over disciplinary action as to the other
 - One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment or
 - One would have access to the employer's confidential information, including payroll and personnel records
- Relatives of full-time employees who are applicants for a vacant position must meet the same requirements as others applying for the position.

Any situation, which may fall under this policy, shall be treated within the guidelines of the Equal Employment Opportunity commitment that the Town has made to employees, applicants, and the community.

Employment Period of Evaluation

The Town has established an evaluation period of at least six (6) months for all newly hired non-exempt employees. This time provides both the employee and the Town an opportunity to become acquainted and allows both to determine whether employment should continue. Each new employee, upon accepting a position with the Town, shall be advised of the parameters of the evaluation period.

For exempt employees, the evaluation period shall be in accordance with a written contract or, if there is no contract, it shall be the same as the non-exempt employees.

POLICY STATEMENT:

The Town retains the right, for any reason or no reason, to terminate the employment relationship during or at the end of the evaluation/extended evaluation period or at any other time during employment, as it deems necessary.

- During this period the employee will participate in performance evaluations both of an informal and formal nature. Factors considered include, but are not limited to, quality and quantity of work, ability to learn, initiative, attendance/punctuality, conduct, and performance evaluations. As the period progresses it may be determined that the evaluation process should be extended up to, but not to exceed, an additional six (6) months. Should this occur, documentation concerning the extended process shall be completed by the Department Head and forwarded to the Town Manager for approval.
- Completion of this initial period by an employee shall not be considered to mean that the Town is obligated in any way to continue employment, nor does it mean that there is an agreement between the Town and the employee for continued employment.
- For contract employees, such as the Town Manager, the evaluation process shall be a composite of the Town Board members' individual written and informal evaluations. The Town Board members may contact individual employees for the employees' perspective on the performance of the Town Manager. Comments by employees shall be anonymous if the employee so requests. Once each individual Board Member has completed their evaluation, the results shall be provided to the Mayor who shall make a written report of the composite results. The Board shall then meet with the Manager in Executive Session at the earliest convenience of the Town Board to discuss the results of the evaluation. A written report shall be provided to the Town Manager and a copy placed in the contract employee's personnel file.

Employment Classification

All employees will be assigned an employment classification at time of hire.

POLICY STATEMENT:

- Full-time Employment:** Regular full-time employees are those who have been hired with the understanding that they are to work a 40 hour work week.
- Part-time Employment:** Regular part-time employees are those who have been hired with the understanding that they are to work less than 40 hours per workweek. A part-time employee may occasionally work 40 hours per week based on the Town's needs.
- Temporary Full-time Employment:** Temporary full-time employees are those who work 40 hours per workweek for a defined period of time typically not to exceed six months or 130 working days of continuous service.
- Temporary Part-time Employment:** Temporary part-time employees are those who work less than 40 hours per work week for a defined period of time typically not to exceed six months or 130 working days of continuous service.

- **Seasonal Employment:** Seasonal employees are those who work for a defined period of time, completion of a project, or work of a seasonal nature typically not to exceed six months or 26 weeks of continuous service.
- **Contract Employment:** Contract employees are those whose employment relationship, compensation, benefits, and terms of employment are defined by an employment agreement. Employment contracts may only be authorized by the Board of Trustees.

Volunteers: Volunteers are NOT employees of the Town. Volunteers participate/work at their discretion on Town programs, special events, or projects that are scheduled throughout the year.

Any employee who has severed his/her employment or whose employment has been severed for any reason or no reason forfeits his/her status as an employee at the time of separation.

Employment Status

The Town recognizes the provisions of the Fair Labor Standards Act (FLSA), and subscribes to the guidelines therein to determine whether a position is eligible for compensatory time or payment of overtime for hours worked beyond 40 hours during a given work week.

POLICY STATEMENT:

- **Exempt Employment:** Employees who are exempt from the overtime provisions of the Fair Labor Standards Act are generally management, supervisory, sales, professional, and administrative personnel who work at least 40 hours per work week. Exempt employees shall use timesheets to document work schedules and leave time.
- **Non-Exempt Employment:** Employees who are covered by the provisions of the Fair Labor Standards Act generally perform skilled and/or semi-skilled tasks in technical, clerical, maintenance, and/or attendant positions. Timesheets for recording hours worked will be provided at the beginning of each pay period for this employment classification.

Motor Vehicle Records Review

See the Town's Motor Vehicle Records Review Policy; adopted July 1, 2013.

Work Hours

The Town recognizes a standard workweek that begins at **12:01** a.m. on Monday and ends at **12:00** Midnight on Sunday for all positions within the Town that are not Public Safety or other responsibilities with specific workweek definitions. Further, the Town and its employees recognize that, at any time and from time to time, circumstances may necessitate working hours that are outside of the regularly scheduled work hours for a given day.

POLICY STATEMENT:

- Full-time employees have a workweek consisting of forty (40) hours within the seven-day period described above. This shall be the standard for all employees with the exception of those employed in public safety positions.
- Schedules which recognize the around-the-clock coverage (24 hours, 7 days per work week) for Public Safety positions are handled as a separate matter.

Shift assignments and work periods shall be established by the Police Chief for the Police Department. Meal periods will be considered as time worked only if officers are available for assignments during meal periods.

Part-time employment schedules will generally fall within a core hour's schedule of 8:00 a.m. to 5:00 p.m. during the workweek defined above.

- **Work Breaks:** Each full-time employee will be allowed work breaks during each standard work schedule as established by his/her department. A lunch break will be arranged in accordance with the department's standards. Each part-time employee's schedule will be established by his/her supervisor on a case-by-case basis.

Generally, part-time employees who are scheduled to work 4 hours or less during a given day may not receive a break. Part-time employees scheduled to work more than 4 hours, but less than 8 hours during a given day, will receive scheduled work breaks in accordance with the guidelines of the department.

- **Overtime Work Breaks:** All work breaks taken while working overtime hours will be scheduled in accordance with the department's standards.

The Town recognizes that requirements and/or regulations may change at any time for any reason. The Town retains the right to change work schedules on a temporary or continuous basis.

Outside Employment

In the interest of the employees' wellbeing, the Town requires that regular full-time employees comply with the guidelines and procedures outlined below prior to accepting additional employment with another employer.

The Town cautions an employee who is considering outside employment to carefully weigh the demands that additional activity will create.

POLICY STATEMENT:

- An employee is free to pursue outside employment provided the activities and conduct away from his/her job with the Town do not compete, conflict with, compromise the Town's interests, or adversely affect job performance or one's ability to fulfill his/her responsibilities to the Town. Any outside employment other than that which would be associated with the Town is clearly subordinate to the position held and employment with the Town.

- Should the Department Head or Town Manager, for any of the reasons cited in the first paragraph, determine that an employee should not continue outside employment, the Town Manager may require that such employment be discontinued.
- Should an outside engagement involve being paid by honorarium, the Town will handle the situation on a case-by-case basis, taking into account that this type of engagement frequently involves time outside of the standard work schedule.
- Outside employment will not be considered grounds for an employee to justify unsatisfactory performance, absenteeism, tardiness, early departure from his/her Town job, refusal to travel, refusal to work overtime, or a different work schedule.

Conflict of Interest

Employees shall not accept or engage in any activity, business, or employment during or after working hours that would conflict with the interests of the Town or interfere with the unbiased ability of the employee to discharge his/her duty to the public in the best interest of the Town. The Town retains the right to determine that which constitutes a conflict of interest in accordance with appropriate Federal, State, and local statutes, regulations, ordinances, and mandates.

POLICY STATEMENT:

- Should a situation arise concerning a possible conflict of interest with any Town employee or member of an appointed board and any enterprise or organization doing business with the Town, the details of the situation will be presented to the Town Manager for review, investigation, and final determination.
- Use of the official Logo, Letterhead, or other items in the conduct of activities that may not be viewed as Town business is prohibited unless authorized by the Town Manager.

Violation of this policy may result in disciplinary actions, up to and including immediate termination.

Punctuality and Absenteeism

Employees are expected to report to work as scheduled, on time. Being absent or tardy causes scheduling problems and places an undue burden on fellow employees who must perform their job as well as the duties of those absent.

Supervisors shall notify other departments with interfacing responsibility/work duties of absences within the given department to minimize any resulting burden.

Employee records of absenteeism and tardiness will be kept on a continual basis. All employees are expected to keep absences and tardiness to a minimum. Poor attendance and/or punctuality, regardless of reason, shall be treated in accordance with the Problem Resolution policy and may result in disciplinary action.

POLICY STATEMENT:

- Any employee who is unable to report to work, or who will be late for work, must notify or attempt to notify his/her immediate supervisor prior to the start of work. Should one be unable to contact his/her immediate supervisor because of the circumstances, a member of the employee's immediate family or an authorized representative shall attempt to contact the Town on his/her behalf prior to the beginning of the scheduled work day.
- Absenteeism **without notice**, unless circumstances prohibit, for one (1) day will be the subject of an immediate documented warning and may result in further disciplinary action, up to and including immediate termination. Absence for three (3) days **without notice** will be considered a voluntary termination. The exit interview document will be completed and inserted in the former employee's file stating reason for termination -- Did Not Return to Work.

Position Classification

The Town's practice is to provide equitable compensation for all jobs within the organization. To accomplish this objective, the Town has adopted the methods outlined herein.

Position Classification:

- **Classification:** The Position Classification Plan is a system by which the duties and responsibilities of a position, as outlined in the job description, are assigned to a particular job family and given a position title that is reflective of the position within the organization and in relation to positions of similar scope in comparable entities outside the Town organization.

The Classification Plan was developed and is maintained as a guide for measuring and compensating comparable positions within the Town organization.

- **Establishment, Amendment, or Revision:** The Town Manager shall present recommendations regarding departmental appropriations to the Board of Trustees for approval and/or adoption.
- **New Positions:** The Town Manager may recommend and the Board of Trustees may create new positions within the Town's organization. Any such new full-time position shall be deemed to be a part of the Classification Plan unless the Board of Trustees otherwise directs.
- **Reclassification:** Existing positions that have changed materially may be reviewed and considered for reclassification. Based on the merits of the changes, the Town Manager may approve such reclassification.

Payroll – Dates and Pay Distribution, Questions, and Time Reporting

Pay Dates:

Employees of the Town are paid on a bi-weekly schedule with pay dates every two weeks. Paychecks are distributed every other Thursday unless the date falls on an observed Holiday. Should the scheduled distribution fall on an observed holiday, paychecks are distributed on the last workday prior to the holiday.

Employee Absences:

An employee who must be absent on payday may authorize, in writing, the release of his/her paycheck to a representative. The Town does not assume or retain any further responsibility for a paycheck once released to an authorized representative of the employee.

An employee who is on a prolonged leave of absence from work may request in writing that his/her paycheck be mailed to a designated address or may request in writing the direct deposit of net earnings with a designated financial institution. In either case, the written instructions will be followed until rescinded in writing by the employee.

Direct Deposit:

Employees may authorize in writing the direct deposit of their net earnings with designated financial institutions. Upon the authorization of direct deposit by any employee, that employee's net earnings shall be deposited with the designated institution until such time as the authorization is rescinded in writing.

Payroll Deductions:

All deductions required by Federal and State law are automatically deducted from an employee's paycheck. However, additional deductions such as health care insurance premiums, life insurance policy premiums, credit union payments, and other voluntary forms of payment require written authorization by the employee for the Town to withhold the funds on behalf of the employee.

Payroll Questions:

Questions concerning pay or related matters should be brought to the immediate attention of your supervisor or the Department Head. Should adjustments be necessary, they will be made and appear on the following pay period's paycheck.

Time Reporting:

Non-exempt employees will be provided with a timesheet and will be responsible for recording time on a daily basis. Each employee is responsible for his/her timesheet and recording time in and out whenever an interval of time away from work is taken.

Exempt employees shall use timesheets to document work schedules and leave time.

Overtime must be authorized prior to working the schedule, including determination of overtime or compensatory time status, unless extraordinary circumstances prohibit employees from seeking prior authorization. The Department Director or Supervisor will demonstrate this authorization by initialing the timesheet.

Separation of Employment

In the event an employee is dismissed or voluntarily resigns from the Town, the following steps are generally taken:

POLICY STATEMENT:

- Resignation:** Employees are asked to provide at least two weeks' written notice of resignation. Notice shall include anticipated date of departure, employee signature, and any other information the employee deems applicable.

Failure to return to work upon the expiration of a leave of absence unless medical or other evidence has been submitted to the Town along with a request for an extension of the authorized leave will be regarded and recorded as a job abandonment without notice.

- **Layoff and Reduction in Force:** The Town may encounter situations such as lack of work, shortage of funds/materials, completion of special project(s), and other circumstance that require a reduction-in-force. Should a situation of this nature occur, retention strategy will be developed and documented by the Town Manager and presented to the Town Board of Trustees.

All employees subject to the reduction-in-force will be given two weeks' notice. Once the reduction-in-force takes effect, benefits will cease to accrue; but all benefits accrued prior to the reduction-in-force will be retained unless the employee requests pay for compensatory time and vacation during the time off.

All employees subject to involuntary termination due to a reduction-in-force will be given two weeks' notice. All compensatory time and vacation benefits accrued prior to the reduction-in-force will be paid in the final paycheck.

- **Disability:** Employment may be severed for disability reasons when an employee cannot perform the duties/responsibilities of the position because of physical or mental impairment and no reasonable accommodation can be made. This action may be initiated by the employee, his/her legal representative, or the Town; but in all cases it must be substantiated by medical evidence that the Town deems acceptable. To validate the health condition, the Town, at its own expense, may request an examination by a professionally identifiable, authorized, and qualified health care provider.
- **Retirement:** Employees may choose to retire pursuant to their respective retirement plans. An employee who is contemplating retirement is requested to give his/her Supervisor or Department Head 90 days' notice of his/her intention.
- **Abandonment:** Any employee who is absent from his/her position without the appropriate approvals or who fails to return to his/her assigned duties within three (3) days of absence may be considered to have abandoned his/her employment.
- **Dismissal or Involuntary Termination:** All individuals who are employed by the Town are employed at-will. Therefore, just as an employee is free to resign, the Town retains the right and may dismiss an employee at any time for any reason.
- **Death:** In the event of an employee's death, termination of employment will be effective as of the date of death.

SEPARATION PROCEDURES:

- **Notice Requirement:** Voluntary employment separation, except abandonment and death, shall require written notice of the employee's resignation and the effective date. The employee is responsible for submitting a written notice to his/her Department Head in the event of resignation, acknowledgement of a disability initiated by either the employee or his/her legal representative, and retirement.

The Department Head is responsible for submitting a written notice to affected employees in the event of reduction-in-force, acknowledgement of a disability that cannot be accommodated that is initiated by the Town, or dismissal.

Copies of the separation notice(s) shall be submitted to the Town Manager and to the Finance Director for placement in the employee's personnel file.

- **Town Property:** At the time of separation and prior to issuance of the final pay check, all records, assets, and other items of Town property in the employee's custody shall be transferred to the Department Head and certification of same shall be executed by the employee and acknowledged by the Department Head. Any amount due the Town, because of a shortage in any of the areas outlined above, will be withheld from the employee's final compensation in accordance with Federal and State law and/or collected through other appropriate actions.

- **Final Compensation:**

Voluntary Separation of Employment - Employees shall receive all compensation due upon separation at the standard payroll cycle in accordance with Federal and State guidelines as well as the policies outlined in the Human Resources Policies and Procedures. Any compensation due will be subject to regular payroll deductions and the deduction of any additional indebtedness to the Town.

Involuntary Termination of Employment – Employees shall receive all compensation due immediately and no later than within 24 hours of termination in accordance with Federal and State guidelines as well as the policies outlined in the Human Resources Policies and Procedures. Any compensation due will be subject to regular payroll deductions and the deduction of any additional indebtedness to the Town.

Compensation due a deceased employee shall be paid to the estate of the employee, except for sums that by law are to be paid to the surviving spouse or other eligible persons.

- **Exit Interviews:** Exit interviews are a valuable tool to obtain insight from employees who are leaving the Town. Therefore, the Town may require, and the Town Manager or his/her designee may conduct, an exit interview with anyone voluntarily terminating his/her employment. Should circumstances not permit this discussion, the exit interview document stating that the interview was not possible will be placed in the departing employee's file.
- **Military Service Re-employment:** Reference the Uniformed Service Leave policy for *reemployment* which involves time away from work specifically to respond to Military and/or related services which fall under the Uniformed Services Employment and Reemployment Rights Act of 1994.

Personnel Records

The Town regards and treats an employee's personnel records as highly confidential. However, as a public entity, the Town must comply with the Open Records Act relative to selected personnel information. Should it be asked to release information not specified in the Open Records Act, the Town will not release any information from an employee's personnel records without a written request from the employee/former employee requesting a copy of the complete record including the address where the records are to be mailed. The time period to retrieve and copy the file will be three to five working days and the costs associated with preparation, if any, will be the responsibility of the requesting employee/former employee.

A central file of records on all employees is maintained by the administration during an employee's tenure with the Town and for ten (10) years after an individual has severed his/her employment with the Town. Further, an employee who is severing his/her employment with the Town may request a complete copy of his/her file upon leaving. Information in the file may be photocopied; but original documents may not be removed.

- An employee may, upon request, review his/her own personnel file, excluding medical records, during normal business hours at the Town's main office with a Department Head or Town Manager present.
- All information placed in an employee's file will be done with full knowledge of the employee. An employee's acknowledgement on a record will appear in the form of the employee's signature including the date of signing.
- No portion of the file shall be duplicated by any person other than the Town Manager or his/her designee, without the employee's consent. Any request, other than the Town Manager's, must be approved by the Town Manager.
- With Town Manager approval, an employee may place any job-related, pertinent information in his/her personnel file.
- Former employees of the Town may wish to use the Town as an employment reference. Should this occur, the Town will provide the inquiring party the individual's hire date, position(s) held with the Town, eligibility for rehire in the form of yes or no if asked, and the departure date.

REQUIRED UPDATE INFORMATION:

An employee must notify and schedule related actions with his/her Department Head and the Finance Director should any of the information listed below change:

- Address and/or telephone number
- Emergency notification(s)
- The number of dependents to be claimed for State and Federal income tax purposes
- Benefit program beneficiary elections and changes
- Benefit program dependent coverage status
- Identification of other health insurance companies that may be co-insurers

Compensation and Benefits

Cash Compensation and Pay Increases

The Town's practice is to provide competitive compensation for all jobs within the Town. As a component of its Total Compensation Plan, the Town takes into account what other municipalities of comparable size and mission pay for similar positions, internal equity within the Town, and economic feasibility in determining the level of pay for a given position. An individual's pay is based on performance of the job duties and responsibilities within a given position.

Each employee participates in performance evaluations in accordance with the following schedule:

New Employees participate in performance evaluations, which may be scheduled more frequently, but generally are scheduled after continuous service of 6 months and 1 year.

Employees with Greater than One Year of Service participate in annual performance evaluations.

Annually, the Town considers pay increases using performance evaluation input as well as market information for comparable positions and general market changes that may include the consumer price index and the budgetary feasibility to grant increases. Once the Town has established its pay posture for a given year, each regular full-time employee may be considered for an increase during an annual review process should the Town determine that increases may be feasible during that given year.

The Town retains the right to grant no increases for a given year, and/or it retains the right to grant only selected increases based on management's judgment. In any event, the increase practices are established on a year-by-year basis and shall not be viewed as the necessary standard from year to year.

Differential Pay

The Town regards the flexibility to temporarily assign an employee to another job function as a benefit to both the organization and the employee. Acknowledging that assignments may place considerably greater responsibility on the employee than his/her regular position, the Town Manager may award a differential pay increase for the duration of the assignment.

POLICY STATEMENT:

- The assignment must be a minimum of 30 days for eligibility to receive differential pay.
- Request for Differential Pay Increases (a temporary change prompted by a temporary assignment of increased responsibility) shall be submitted to and approved by the Town Manager.

Overtime Policy – Non-exempt Employees

Employees may be asked to work overtime to meet service schedules from time to time, as management deems necessary. Whenever possible prior notice will be given; however, management retains the right to request overtime whenever the need is identified.

Further, management may authorize overtime requested by an employee for completion of a service request or a project.

All overtime must be **approved** by an employee's Department Head or the Town Manager, prior to working overtime hours, including determination of overtime or compensatory time status, except in the case of emergency.

POLICY STATEMENT:

- **Approved overtime** at a rate of one and one-half times the regular hourly rate will be paid for all overtime hours worked (hours over forty (40) hours per week) by **all non-exempt employees** (as defined under Employment Status – Page 14) in accordance with Federal and State laws.

- **Compensatory time (comp time)** may be required in place of overtime pay at the same rate (one hour worked equals one and one-half hours compensatory time) up to a maximum of eighty (80) hours at any given point during a given year. (For example, 80 hours of compensatory time is equal to 53 and 1/3 hours of time worked at one and one-half times.)

Employees ordinarily are not permitted to accumulate more than eighty (80) hours of compensatory time. Upon termination of employment, employees shall be compensated for any unused compensatory time.

- **Public Safety (Police) Positions:** Public Safety, Police positions will be paid overtime or compensatory time for all hours worked beyond the 80-hour schedule as outlined in the Fair Labor Standards Act. The Police Department has chosen the 14-day, 80-hour schedule provided for Public Safety employees in the Fair Labor Standards Act.

Overtime may be paid in lieu of compensatory time off in the case where employees must maintain a presence around the clock, three hundred sixty-five days (365) per year.

Court overtime or compensatory time will be provided for Police personnel requested to testify in court on a scheduled day off as a result of a work related activity. A minimum of two (2) hours' time for response to a court appearance as established by Police Department Standard Operating Procedures will be paid. All time beyond the original two (2) hours will be compensated at the appropriate rate for actual time worked. In instances of a civil subpoena that is the result of a work-related activity, Police personnel may be compensated through the Town, provided all applicable fees and/or other expenses are collected by the employee and turned into the Town.

Public Works Positions: Public Works positions responsible for Water/Wastewater/Natural Gas operations that are required to or that are called out on weekends to monitor operations shall take compensatory time off at a rate of one and a half hour compensatory time for each hour worked on a weekend schedule during the following week. All compensatory time for a given weekend shall be taken within the pay period unless the Department Head determines that circumstances do not permit full exchange.

- **Standby and Callback Time** will be provided for all non-exempt personnel who are requested to remain in contact with the Town to respond to possible service or emergency requests after their normal scheduled workday. During any given twenty-four (24) hour period, a minimum of one (1) hour overtime or compensatory time will be given for the first callback period. All time beyond the original hour will be compensated at the overtime rate for actual time worked. Should multiple callbacks occur, all time beyond the original callback would be compensated at the overtime rate for actual time worked.
- **Overtime Approval** will be demonstrated by the appearance of the Department Head's or Supervisor's initials on the **timesheet** prior to submission for payroll processing.
- **Method of Overtime Pay** or compensatory time granted Non-Public Safety, non-exempt employees shall be based on the employee's request up to a maximum of 80 hours of compensatory time accrual. Once the maximum accrual level of 80 hours is reached, all overtime work will be paid until compensatory time is used below this maximum.

Public Safety, non-exempt employee pay, or compensatory time granted shall be based on the employee's request up to a maximum of 80 hours of compensatory time accrual. Once the maximum accrual level of 80 hours is reached, all overtime work will be paid until compensatory time is used below the maximum.

This guideline will apply based on the Town Manager's administration of budgetary constraints at the time of approval.

The Town Manager or his/her designee will review time reports monthly for unusual or special circumstances. Compensatory time of up to eighty (80) hours may be accumulated and carried over from year to year in accordance with the provisions of the Fair Labor Standards Act.

All hours accrued beyond the stated threshold above, that were accrued prior to adoption of this policy will be grandfathered for the employee's use in addition to time accrued after adoption if hours exceed eighty (80) hours. Otherwise, the policy applies as stated.

Upon termination of employment, an employee shall be paid for any unused compensatory time along with the other compensation due the individual at departure.

Department Head Compensatory Time

The Town recognizes Department Head positions that are exempt from overtime are paid at levels that include the scope of responsibility held. However, from time to time the employees who hold these positions may find it necessary to work significant numbers of hours beyond the standard work week to ensure service is available and provided, and to represent the Town.

POLICY STATEMENT:

In recognition of the dedication shown, the Town Manager may approve periodic time off during regular work schedules when work/service loads are less demanding.

Employee Benefits

The Town provides an employee benefit package which is considered as part of an employee's total compensation package. Immediately upon hire, all regular full-time employees are eligible for participation in the Employee Benefits programs that includes health care and life insurance. At the beginning of the month following date of hire, an employee is eligible for retirement benefits.

Annually, the Town Board of Trustees adopts the employee benefit package as a part of the budget resolution. **For more details and a summary of the employee benefits package, please contact your Department Head or the Finance Director.**

In addition to the benefits adopted annually by budget resolution of the Town Board of Trustees, the Workers' Compensation Act requires that all employers provide employees with coverage for health care resulting from injury or accident on the job.

WORKERS' COMPENSATION INSURANCE:

In accordance with the guidelines of the Workers' Compensation Act and the Town's insurance carrier, ***the employee is responsible for reporting any injury or accident incurred on the job, regardless of severity, within the established time frame of no more than two (2) days.*** Failure to report an accident within the required time frame may result in delayed, reduced, or denied coverage by benefits provided by the Workers' Compensation Insurance carrier.

This insurance provides necessary medical coverage and hospital services as well as loss-time benefits for any employee sustaining a work-related injury requiring medical attention. Further, should time off work be required for recovery from the injury sustained, this plan will outline the parameters for the Town's handling of pay for the employee.

An injured employee may not return to work without a written release from the Town's designated physician stating that the employee may resume essential duties and responsibilities of his/her position. The written release must be given to the Finance Director or his/her designee prior to beginning work. In the absence of either individual, please provide the release to the Town Manager.

An employee absent from work as the result of a job-related injury or illness may choose to use other forms of accrued paid time off to cover **ANY** balance of regular pay that Workers' Compensation does/may not provide. To provide for the additional regular pay, an employee may draw from Compensatory Time, Sick Time, Vacation Time, and other forms of accrued paid time off, in the order listed, by contacting the Finance Director.

Any fraudulent claim for Workers' Compensation benefits or any claim filed against the Town for an injury or illness incurred while volunteering work for another employer, engaging in self-employment, or conducting one's own work will not be tolerated.

All employees who are off work as a result of a work-related injury shall update the Town's Finance Director and his/her Department Director on a monthly basis concerning the current status of their injury, treatment, and progress toward wellness. This requirement may be fulfilled when the employee picks up his/her paycheck or in accordance with other arrangements made with the Finance Director.

Paid Time Off

The Town provides its regular full-time employees with paid time off during the year to take vacation, and/or to accommodate health care and illness of the employee or an immediate family member.

Immediate family members for this policy are defined as a spouse or significant other, children, stepchildren, adopted children, and elder parents of either the employee or the employee's spouse or significant other.

Time off is regarded as a privilege--not a right. Paid time off is earned beginning with the first day of employment as a regular full-time employee but may not be taken for **vacation purposes** until after completion of *six month's* continuous employment. Management recognizes that some personal and health matters for the employee or immediate family members must be handled during work hours. Therefore, management strongly recommends that time away from work, which can be scheduled, be minimized by

following the procedures listed below.

1. Attempt to schedule Doctor, Dentist, and/or Personal Business appointments **after-work hours or on Saturdays**. Many providers of these services have these hours available specifically for the working individual.
2. If appointments must be made during work hours, schedule these as early or as late in the day as possible -- NOT in the middle of the day unless the situation demands it. Employees shall, unless unable, return to work after early appointments and arrive at work in accordance with their scheduled time prior to late appointments.
3. Should an employee's child or children become ill and normal child care will not provide coverage, it is the employee's responsibility to attempt to arrange for alternative child care either in advance or when it occurs.

Paid time off, particularly in the case of health care or illness, is intended to cover illness of a very short-term nature. Longer-term illnesses may be accommodated under the Family Medical Leave Act. Should the circumstances fall under the Family Medical Leave Act, the Town will administer the leave as outlined in compliance with the Act.

Paid time off to recover from accident/injury, to attend the funeral of an immediate family member, or to fulfill civil requirements all have separate conventions within this policy.

POLICY STATEMENT:

Authorization - All paid time off must be **authorized** by an employee's Department Head, Supervisor, or an appropriate member of management.

Sick Leave

All regular full-time employees are eligible for paid time off for **health care or illness reasons** once 30 calendar working days of continuous service has been achieved. Health or illness time off is earned at a rate of one-half working day or four (4) work hours per bi-weekly pay period or 12 working days per year, which will be accrued up to 90 days or 720 hours. Once the 90-day maximum is achieved, an employee cannot hold additional hours over from year to year.

Accrued Sick Leave Conversion (Termination of Employment): -- After two years of continuous employment, an employee may receive pay for accrued sick leave credit up to the 90 day (720 hour) maximum. Accrued time will be converted at a rate of four hours of accumulated sick leave for one hour of regular pay at the employee's current rate of pay.

Sick leave may be used for the following purposes. However, at any time, a verification of sickness or injury may be required from an acknowledged, professionally recognized and qualified health care provider.

- Sickness or injury incapacitation;
- Medical, dental or optical examination, treatment, or preventative care as well as professional counseling;

- Employee exposure to a contagious disease that may jeopardize the health of others; and
- Attendance to the medical needs of immediate family.

Health Care Sharing: Employee contributions for paid time off to assist another employee during a catastrophic illness or injury situation will be available, as appropriate, on a case-by- case basis. This program will be initiated as a situation or circumstance prompts – it will not be maintained on an ongoing basis.

Vacation

All regular full-time employees begin accruing vacation on the first day of employment and are eligible to take vacation after completion of six months or thirty (180) days of continuous service. Vacation shall accrue based on the employee’s anniversary date of hire in accordance with the following schedule:

- Years 0- 5** 12 Work Days, or 96 Hours, accrued 3.69 Hours per Bi-Weekly Pay Period.
- Years 5-10** 18 Work Days, or 144 Hours, accrued at 5.54 Hours per Bi-Weekly Pay Period.
- Years 10+** 24 Work Days, or 192 Hours, accrued at 7.38 Hours per Bi-Weekly Pay Period.

- Employees will move to the next accrual level once they have attained the upper range in their accrual schedule. For example, when an employee has worked for the Town continuously for 5 years and 1 day they will be eligible to accrue vacation at the rate of 1.5 days per month.
- The maximum amount of vacation time that employees may accrue shall not exceed their current accrual schedule (96, 144, or 192, hours) Any vacation time that is accrued beyond this limit, will be forfeited. It is the employee’s responsibility to monitor their vacation accrual limits.
- Employees will be compensated at their current rate of pay for any unused vacation time up to their maximum accrual amount should they sever their employment for any reason.
- Should a Town holiday fall during an employee's scheduled vacation, holiday pay may be used for the Town holiday day(s).
- In the event the Town requests vacation not be taken, the circumstances will be documented along with Department Head and Town Manager authorization for the employee to carry over paid time off which may exceed the allowed accrual. Carry-over situations will be handled on a case-by-case basis.

Use of Paid Leave During Worker’s Compensation Injury

Any employee injured while performing the duties of his/her position with the Town, and whose injury is accepted as eligible for compensation under Workers' Compensation Insurance, shall become eligible for a leave of absence with benefits pursuant to the Workers’ Compensation Act. The employee may, at his/her option, request in writing that the difference between his/her Workers’ Compensation benefits and his/her regular straight time pay be supplemented by drawing on his/her accumulated Compensatory Time, Sick Leave, Vacation Leave, and other forms of accrued paid time off in the order listed. **(In addition to this policy, please reference Workers’ Compensation Insurance on Page 25 of this manual.)**

Any employee out on Worker's Compensation Leave shall continue to receive benefits and compensation in accordance with the provisions of the Workers' Compensation Insurance Plan of the Town. During such leave, any benefits received by the Town from outside providers on behalf of the injured employee will become the property of the Town.

An employee returning from Worker's Compensation Leave to restricted or regular duty shall be required to provide the Finance Director and his/her Department Head with a medical release prepared by an acknowledged, professionally recognized and qualified health care provider.

Domestic Abuse Leave

Employees may be eligible for time off if they are the victims of domestic violence or abuse, stalking, sexual assault or a crime found by a court on the record to include an act of domestic violence.

If the employee has been with the Town for more than 12 months, he or she may request up to three working days off in a 12-month period.

Bereavement Leave

Leave of absence with pay may be granted by the Department Head for three (3) days should a member of an employee's immediate family pass away. An additional two (2) days may be granted for out-of-state travel in accordance with the circumstances, on a case-by-case basis. This type of leave has no limit during a given year and does not accrue from year to year.

The Town defines immediate family for purposes of this policy as spouse, parent, child, grandparent, grandchild, brother or sister, in-laws, step-relations, life partners or others who by domestic association are not distinguishable from the relations identified.

Civil Leave

Employees shall be granted time off without loss of pay or benefits when appearing in court as juror or witness for Town business or a jury summons; in response to a summons or subpoena for Town business and for purposes of voting.

- **Court Appearances:** The employee shall turn over all court fees received for serving as a juror or witness to the Town but may retain all reimbursements received while on civil leave.
- **Voting:** Any full-time regular employee whose work schedule effectively prevents him/her from voting before or after work or during a break period will be permitted to use paid leave not exceeding two hours (2) for voting purposes.

Administrative Leave

The Town recognizes that it may be necessary to place an employee on Administrative Leave of Absence, with or without pay, when circumstances such as disciplinary action, criminal misconduct, or other situations warrant such actions.

POLICY STATEMENT:

- A full time regular employee may be placed on Administrative Leave of Absence with or without pay.

Public Safety Administrative Leave will be addressed in accordance with Police Standard Operating Procedures.

- The full time regular employee placed on leave will be advised of the reason for the leave and the conventions under which interaction with the Town and the public should be conducted.
- The full time regular employee will be advised of the duration of the leave or at least of the timing for the next discussion/meeting with a Town representative.

Inactive Employment Status

The Town recognizes that employees may from time to time have a situation that legitimately requires their absence from work for an extended period of time. A leave of absence requested in writing, without pay, may be authorized for employees including, but not limited to, circumstances listed below. Absences of this nature will be handled on a case-by-case basis.

- **Uniformed Service Leave:** *(Reference Below)*
- **Personal Leave of Absence:** Employees may be granted leave for personal reasons that do not fall under the conventions of medical, military, or other defined forms of leave.

Authorization of a leave of absence without pay shall occur only after the employee who is on approved leave of absence has exhausted all accrued paid time off.

An authorized leave of absence shall not constitute a break in service. However, paid time off will not accrue during a leave unless specifically provided by an applicable law. The time lapse during such leave shall not apply toward length of service considerations or time accrual credits for pay increases.

Authorized leave periods, approved by the Town Manager, will be determined in conjunction with the employee's and the Town's needs. Employees should contact the Department Head or the Finance Director to discuss any type of Leave of Absence.

Uniformed Service Leave

The Town recognizes that employees may, from time to time, be required or have a situation that legitimately requires their absence from work for an extended period of time to meet Uniformed Services obligations or to respond to a call to active service duty. Absences of this nature will be handled on a case-by-case basis.

POLICY STATEMENT:

Subject to applicable federal and state law, leaves of absence of a maximum of 15 days per year will be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purpose of fulfilling the annual field training obligations. Written or oral application for a military leave of absence must be made as soon as possible after receiving the military order. Employees will be placed on leave without pay while absent on military leave.

If the employee's salary from the armed forces, exclusive of travel allowance, is less than the gross pay from the Town, the employee will be eligible to receive the difference for a period not to exceed 15 days of training. To receive pay for the difference, the employee must submit the appropriate paperwork detailing the pay received from the Armed Forces to the Finance Department upon return to work.

If an employee's work schedule conflicts with the once a month weekend duty, the employee may use vacation leave (and or holiday leave for police officers) or leave without pay to attend such duty. Normally, employees will be able to schedule their monthly duty so that they can take it on their regular days off.

Employees who enter the military service by draft or reserve call-up shall be granted a leave of absence without pay for that purpose, after receipt of official notice.

After the employee's military service ends, the employee will be reinstated in accordance with applicable provisions of the Selective Service and Training Act or the Uniformed Services Employment and Re-employment Rights Act (USERRA) and any other applicable laws.

Holiday Policy

The Town observes the following nationally recognized holidays, when they fall during the standard workweek of a given year. Except for those employees for whom a different holiday system or schedule is specified in these or other Town policies, regular full-time employees shall receive full pay for time off work for observance of the following:

New Year's Day

Martin Luther King Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day/Diversity Day

Veterans Day

Thanksgiving Day

Christmas Day

All full-time, regular employees are eligible for paid holidays that fall on a scheduled workday. Part-time, seasonal, temporary, and contract employees are not eligible for holiday pay.

If any holiday falls on a Saturday or Sunday, the holiday will be observed either on the preceding Friday or the following Monday at the discretion of the Town.

Employees are paid at the regular straight time rate in accordance with their regular work schedule eight (8) hours for a holiday not worked if they have worked or been paid for the work day immediately preceding and immediately following the holiday. If an employee works on an official Town holiday, the employee will be paid or receive compensatory time at the regular rate for the number of hours worked on the holiday in addition to regular holiday pay.

Should a holiday fall during an employee's vacation, the employee will receive holiday pay in lieu of vacation pay for that day and vacation time used will be adjusted accordingly.

Performance Management

Performance Management and Evaluation

The Town encourages continuous communication on an informal basis, between an employee and his/her supervisor concerning performance. The Town and its management view the informal processes as well as the formal processes as a way of reinforcing consistent quality and effectiveness in the delivery of services.

To facilitate the processes, each employee participates with his/her immediate supervisor in planning and evaluating performance. The preparation and results of these discussions are in written form, are signed by all parties involved, and are placed in the employee's personnel records. Generally, the outline below serves as a framework to guide the performance processes.

New Employees participate in the performance planning and evaluation processes after continuous service of 90 days, 6 months, and 1 year.

- **Initial Period of Evaluation** - The first process, recommended after 90 days of continuous service, is designed to allow all parties to assess whether employment should continue and to determine what, if anything, needs focus to assist the new employee in meeting performance standards during the 90 days which follow.
- **Six Month Evaluation** - The second process, recommended at 6 months of continuous service, allows all to participate in evaluating progress, to assess whether employment should continue and to determine the performance goals and measures that will be the basis for evaluation upon reaching 1 year of continuous service with the Town.
- **One Year Evaluation** - The third process at 1 year uses the goals and measures established at 6 months as the basis of evaluation and provides a forum for the employee and his/her supervisors to assess whether employment should continue and to establish the goals and measures for the 2nd year of employment.

Employees with Greater than One Year of Service participate in performance planning and evaluation processes that are conducted annually on the anniversary date of employment. This process uses the goals and measures established during the previous annual or initial employment year process and any updates made during the period as the basis of evaluation to measure the employee's performance, review options for improvement including a timeline and the ramifications for failure to improve, and provides a forum for the employee and his/her supervisors to establish the goals and measures for the next period of employment. Annually, the Town may consider pay increases using performance evaluation input as well as other variables including the consumer price index, competitive labor market trends, and the budgetary feasibility of the Town to grant increases. Once the Town has established its pay posture for a given year, each full-time employee may be considered for an increase during an annual review process.

The Town retains the right to grant no increases for a given year, and/or it retains the right to grant only selected increases based on management's judgment. In any event, the increase practices are established on a year-by-year basis and shall not be viewed as the necessary standard from year to year.

Employee Development and Training

The Town recognizes that its employees are one of its most valuable assets. In keeping with this philosophy, it encourages and provides for employee training that promotes efficiency, economy, safety, and that assists employees with improving their abilities for advancement. Department Heads shall determine departmental employee training requirements, develop and administer internal training programs, and provide active encouragement for employees to participate.

POLICY STATEMENT:

Employee Development/Training - Department Heads are responsible for fostering and promoting employee training for the purpose of improving the quality of services rendered to the community and for assisting employees in their preparation for advancement within the Town organization. Employees may request approval to attend formal education classes on their own time, seminars, workshops, or conferences that will mutually benefit the Town and the employee.

The Town Manager will review all requests for additional training, and may approve Town payment for attendance based on the following criteria:

- Apparent direct benefit for both the Town and employee.
- Budgetary limitations allowing for the spending.
- Relevance to current or near-term municipal affairs. In other words, relevance or application to Town business or operations beginning within an identified period of one (1) to two (2) years.

In-Service Training - In-service training includes organized training and educational seminars, lectures, institutes, conferences, workshops, and orientation sessions. This training shall be provided to aid employees in gaining efficiency in their present and future work through development of skills, knowledge, and aptitude.

Supervisory Development Training - This training is targeted for Managers, supervisors, and others with supervisory potential. It will provide standardized training in supervisory and Managerial principles, human resources policies and procedures; legal issues associated with employee management, and other human relations and communication skills.

The Town may pay all incidental costs of approved in-service training. Travel will be reimbursed in accordance with the Town's Travel Policy.

Compensation During Training - All regular full-time and regular part-time employees will receive their regular rate of pay during the normal schedule of work hours while participating in approved training programs. For the purposes of this policy:

- Lodging is defined as approved destination and location other than the employee's normal and routine residence.
- The normal schedule of work hours is defined as beginning when the employee leaves his/her lodging and goes directly to a training session and ending when the employee returns to his/her lodging directly after completion of the training session.
- Travel time before and after participation in a training program will not be paid if it is outside the normal schedule of work hours defined above.

Internal Job Changes

The Town recognizes the importance and benefit of providing growth and advancement opportunities for its employees. The Town is an equal opportunity employer; it hires, transfers, and promotes the most qualified individuals into positions where vacancies occur. In support of its practices:

POLICY STATEMENT:

- The Town encourages employees who would like to be considered for transfer to an open position to express their interests to their immediate supervisor.
- Employees of the Town are considered for open positions whenever a vacancy occurs.
- Should multiple internal candidates possess generally equal qualifications, the Town and its management may consider length of service as a factor in the selection process.
- An employee who is interested in advancement opportunities or the requirements for advancement should contact his/her immediate supervisor.
- Department Heads/Supervisors may be asked to nominate potential candidates for positions that become vacant.
- All internal job changes -- promotions and lateral transfers -- shall be subject to a period of evaluation.
(Reference: Employment Period of Evaluation Policy)

Standards of Conduct

The Town recognizes its responsibility to the community as a whole and expects its employees to conduct themselves in a professional manner as representatives of local government. Employees are expected to conduct themselves in a manner that contributes positively to the Town's reputation. All employees shall be

responsible for demonstrating the characteristics of quality work, positive attitude, effort, and appropriate appearance in the conduct of the duties and responsibilities of their jobs.

To clarify understanding of that which is considered unacceptable conduct, the Town offers the examples listed below, while not exhaustive, for the identification of improper conduct that may be the **subject of performance management action including written advisories that may result in immediate discharge**. The Town retains the right to identify conduct that may not be listed below as improper, to investigate situations and/or incidents that may be considered unacceptable or improper, and to treat same as the subject of immediate discharge.

1. Theft or unauthorized removal of the Town property, another employee's property from the premises, or personal use of the same.
2. Altering or falsifying Town records or reports.
3. Using, possessing, or selling alcohol or unlawful drugs on Town premises, including Town vehicles, or reporting to work under the influence of alcohol or unlawful drugs.
4. Improper use of authority or position within the Town for personal profit or advantage.
5. Entering false information on the employment application or other personnel records or failing to answer all questions fully and truthfully.
6. Actions resulting in injury to individuals or willful destruction/damage to the Town, customer, or employee property.
7. Acceptance of any gift, fee, money, or other valuable consideration in connection with employment.
8. Disregard or violation of safety, fire, or security standards and regulations. Failure to use prescribed safety practices with equipment, chemicals, and tools.
9. Unauthorized disclosure of confidential Town information.
10. Flagrant insubordination—refusal to follow reasonable supervisory instruction or perform assigned tasks.
11. Failure to report to work or leaving work during the standard work schedule without notifying an immediate supervisor or senior management as the case may require.
12. Conviction of a felony or other criminal act, which occurred either on or off the job that affects the employee's position with the Town.
13. Use of profane, abusive, or threatening language or action toward fellow employees or supervisors.
14. Discrimination, inappropriate behavior, or harassment based on age, race, color, religion, disability, Vietnam era or veteran status, sex, sexual orientation or identity or national origin.
15. Excessive absenteeism or tardiness.

16. Neglect of duties or sleeping during scheduled work hours.
17. Disregard for customer relations, rude or discourteous conduct toward a customer or citizen.
18. Failure to immediately report an accident or injury on the Town premises or during the conduct of business on behalf of the Town to the nearest supervisor or Manager.
19. Incompetent or unsatisfactory work performance as defined within the given job duties and/or other standard duties and expectations employed while working with customers and suppliers on behalf of the Town.
20. Conduct that would bring serious discredit to the Town, its employees, customers, and/or its suppliers.
21. Failure to follow and abide by Town ordinances and regulations as an employee of the Town or a private citizen.

Problem Resolution

The Town encourages employees to resolve concerns, issues, or complaints that they may have promptly, sincerely, and candidly when they arise. The decisions/solutions resulting from discussion will be based upon a desire to provide employees with timely resolutions, regardless of the issue raised. The Town recommends the following procedure of communications:

- A. The employee shall contact his/her immediate supervisor and schedule a time for discussing the matter. Employees are encouraged to discuss issues openly and honestly so that an opportunity for resolution occurs as soon as possible.
The Town expects that an employee's immediate supervisor will be able to handle the majority of the matters that arise, will resolve them successfully in most cases within a two month period, and will prepare detailed, accurate documentation of the matter and its resolution.
- B. Should an employee's immediate supervisor decide that further consultation is necessary or in the employee's opinion the discussion with his/her supervisor does not resolve the matter to his/her satisfaction, a written request for a follow-up discussion, which both attend, will be scheduled with the next higher supervisor.
- C. Should any one of the parties view the results of prior discussions as not resolving the matter, a discussion including the employee, his/her immediate supervisor, and the next level of supervision shall be requested in writing with the Town Manager.
The decisions resulting from the meeting with the Town Manager will be final and will be documented concerning the final outcome. Information about the issue or concern will be held in confidence to the extent possible, depending on the situation. Employees should be aware that other employees may be provided information on a "need-to-know" basis only if the situation warrants.

Whatever the resolution, the Town and management make no commitment for employment of any specific duration and employment with the Town remains "at-will." As an employee of the Town, employees have no contractual, property, or other legal rights in any term, condition, or aspect of the employment relationship, including but not limited to, termination. Employees are free to voluntarily terminate employment at any time, and the Town retains the right to terminate employment of any employee at any time.

Performance Counseling

The Town sincerely supports the philosophy that performance counseling must be corrective, positive action. To facilitate and reinforce its standards, it has adopted guidelines of correction from the initial verbal advisory to a final advisory that may result in termination. The Town views this period as allowing sufficient time for correction of actions which are generally unacceptable but not severe enough to warrant immediate termination. However, it recognizes that some policy infractions by their very nature are serious enough to warrant termination without prior warning.

Performance management actions are viewed as constructive correction processes designed to assist the employee in developing the skills necessary to successfully perform the duties and responsibilities of a given position. With each action taken, the employee will be advised of the next action to be taken should the same or another issue arise. The Town may initiate whatever form of corrective action it deems appropriate and necessary, in its judgment, based on the seriousness of the issue. Serious performance management measures may be taken without exhausting less serious measures depending on the circumstances.

Initial Verbal Advisory: The Supervisor and the employee discuss the issue/concern. These discussions may be documented depending on the severity of the issue or concern.

Written Advisory: The Department Head or Supervisor counsels the employee concerning the issue/concern and recommends a plan for correction/improvement. A written description of the concern/circumstance and the plan for improvement, including the date or dates of follow-up, shall be co-signed by the supervisor and the employee and placed in the employee's personnel file. Generally, the time span in the plan for improvement would be from one to 90 days only, depending on the nature of the improvement to be made and the details of the plan for improvement.

Follow-up discussions shall be documented and co-signed as with the original written advisory and placed in the employee's personnel file as an addition to the original document.

Suspension: The employee may be placed on suspension with or without pay. Pay treatment and duration of suspension will be determined in consultation with the supervisor, Department Head, and Town Manager.

Dismissal: The Department Head, with the prior approval of the Town Manager, may terminate an employee with or without performance counseling as circumstances warrant.

Employment with the Town is "at-will." Employees of the Town have no contractual, property, or other legal rights in any term, condition, or aspect of the employment relationship, including but not limited to, termination. Employees may voluntarily terminate employment at any time, and the Town retains the right to terminate employment of any employee at any time.

Substance Use

Drugs and Alcohol

The Town prohibits the illegal use of controlled substances (also referred to as "illegal drugs") and on-the-job impairment by alcohol, regardless of the source of the alcohol.

The illegal purchase, transfer, or possession of controlled substances is also prohibited.

An employee who uses illegal drugs, tests positive for illegal drugs, or is impaired by alcohol on the job, reporting for duty, or while representing the Town in an official capacity will be subject to disciplinary action, which may include immediate dismissal.

Controlled Substances:

The Town does not permit the possession, sale, consumption of, or reporting to work under the influence of controlled substances (illegal drugs). The violation of this policy by any employee shall be grounds for immediate termination.

For purposes of this policy, work hours shall include the standard work schedule as well as any other interpretations of work hours/schedule or any time spent on the Town premises or job sites or while representing the Town in an official capacity.

Employees required to hold a Commercial Driver's License (CDL) are subject to random illegal use of drug testing as provided in Department of Transportation regulations and procedures. In addition, Public Safety Department employees who are required to carry firearms are subject to random illegal use of drug testing.

Alcohol:

The Town does not permit reporting to work under the influence of or the consumption of alcohol on its premises or within its vehicles during standard work hours by anyone employed by the Town. Further, it does not permit the consumption of alcohol during lunch break or any period when an employee may be off-premise during the standard work hours. Any violation of this policy shall be grounds for immediate dismissal.

Employees required to hold a CDL are subject to random alcohol testing while on work duty or reporting for duty as provided in Department of Transportation regulations and procedures. In addition, Public Safety Department employees who are required to carry firearms are subject to random alcohol testing while on work duty or reporting for duty.

Tobacco Use

In the interest of employee and public health, the Town discourages tobacco use and has designated Town facilities and vehicles as smoke and tobacco free. The Town provides designated outdoor areas for use by employees who smoke.

Employees who use any type of tobacco product are asked to utilize the following standards giving utmost consideration to co-workers, customers, and the image of the Town.

- Deposit the remains of tobacco products in the proper receptacles and be considerate of the appearance of the work areas, parking lots, and grounds. Maintain cigarette receptacles in a presentable manner.
- Employees may smoke in designated areas during work and lunch breaks. Use the area that is designated for smoking.
- All general work areas of the Town are designated as tobacco and smoke free as well as individual offices and Town vehicles.

Vehicles and Equipment

Town Vehicles and Equipment

The Town issues vehicles and equipment for its employees' use in a manner that facilitates the productive use of time relative to job accomplishment. The issuance of a vehicle or equipment is regarded by the Town as an important component of delivery of the services provided by the Town, and it expects its employees to operate and maintain the vehicles and equipment conscientiously.

POLICY STATEMENT:

- Vehicles shall not be operated on behalf of the Town without the operator possessing a valid Colorado driver's license, appropriate supplemental licenses, and the Town having a current motor vehicle record on file.

Per CRS 42-4-237, the Town imposes a safety/seat belt policy requiring the utilization of a lap/seat belt, a shoulder belt, or any other belt or combination of belts installed in a motor vehicle to restrain drivers and passengers, which system conforms to federal motor vehicle safety standards.

- All accidents involving any vehicle or equipment shall be reported **immediately** and the proper reports will be submitted as soon as possible. Failure to comply with this requirement may result in disciplinary actions up to and including termination.

If an accident involving an employee driving a Town vehicle occurs within City limits, final investigation should be conducted or reviewed by an outside agency.

- An accident involving a Town vehicle or equipment that is determined to be the fault of the employee through carelessness or neglect may result in disciplinary actions up to and including immediate termination.
- Employees shall maintain vehicles both inside and out in a neat, clean, and orderly manner.
- The unauthorized personal use of Town vehicles or unauthorized transportation of any persons, such as family members, shall be prohibited.
- Employees shall report any defects or maintenance problems immediately to management.
- In the event a Town vehicle is not available for use and an employee is asked to use their own personal vehicle to conduct Town business, the Town will reimburse properly documented requests for mileage reimbursement at the standard rate, in accordance with IRS guidelines as established by the Town Manager.

Supplies and Equipment

The Town provides supplies, tools and equipment for the employee's use in performing his/her job. Employees are asked to exercise care, safety, and conscientiousness in the use of the Town property.

POLICY STATEMENT:

- Personal use of, or allowing others, to use Town property, unless previously authorized by the Town Manager, shall not be allowed.
- Removal of the Town's supplies, tools, or equipment from the Town premises shall not be allowed unless it is authorized or is part of the conduct of Town business that is being performed off-site.
- Unsafe or careless use of Town supplies, tools, equipment, and chemicals may be viewed as a violation of safety standards and may become the subject of disciplinary action.
- Personal property that is damaged or lost in conjunction with the performance of Town assigned duties will be reviewed on a case-by-case basis for repair or replacement consideration.

Community Relations

Community Relations and Engagement

The Town organization is regarded as a model within the community. It is each employee's responsibility to ensure that Citizen and other entities' concerns are addressed in such a manner that issues are resolved in a quality, courteous, timely, service-oriented manner.

Public Relations involve many aspects of business. If an employee is unable to resolve a Citizen's concern, he/she will immediately report it to his/her supervisor for resolution or appropriate forwarding to the proper department. It is essential that everyone maintains a pleasant, courteous, and businesslike/professional manner in communicating with and responding to each other as well as the Town's various audiences.

Whether in person or via other means, such as telephone, written correspondence, or electronic/automated transmission, the manner in which the interface is handled can promote goodwill that reinforces the competency of the individual employee's performance and recognition and the regard with which the Town is viewed for employing competent, capable representatives.

Regardless of the nature of the contact, each employee is responsible for his/her own conduct in a manner that is professional, courteous, and helpful.

Political Activities

To serve the best interests of the employees, taxpayers, and the Town Government, it is the policy of the Town to restrict certain types of political activity without infringing upon the employees' rights to exercise their suffrage as citizens. This policy is set forth to safeguard the employee from political pressure to support, financially or otherwise, any political party or person and to safeguard the interests of the public whom employees serve without regard for political opinion or affiliation. **Nothing in this policy shall be construed to restrict an employee's freedom to express opinions or exercise his/her right to vote while off-duty.**

POLICY STATEMENT:

- No employee, either full-time or part-time, shall campaign for or against or publicly support or oppose Town elected officials or candidates while on duty.
- No Town employee, either full-time or part-time, while on duty or in a uniform which identifies him/her as an employee of the Town shall:
 - Canvass on behalf of any candidate, political party, or political issue;
 - Display any political media whether it is campaign related or supportive of an elected official's views;
 - Circulate any petition;
 - Participate in petitioning activities focused on public service issues presented by the general public (non-Town officials).
- No employee shall place, allow to be placed, or allow to remain on a Town vehicle any political media.
- Any active, full-time or part-time regular employee who is announcing candidacy for an elected office may choose to continue his/her regular work schedule with the Town if no interferences or conflicts of interest are present.

Just as the employee may choose to continue employment, any active, full-time or part-time regular employee who is announcing candidacy for an elected office may choose to request a **leave of absence** to conduct his/her campaign even if no interferences or conflicts of interest are present.

If a potential conflict of interest or interference is present, the employee will be asked to take a leave of absence to become effective with the date candidacy is officially registered. This leave of absence will continue during the total campaign period unless candidacy is withdrawn and should be requested in accordance with the procedures outlined by the Inactive Employment Status policy herein.

Once the elections are over, the successful candidate shall be asked to resign his/her position with the Town if the elected office has any dealing whatsoever with the Town Board of Trustees.

Gifts and Favors

POLICY STATEMENT:

- Officials and employees shall not accept any gift, favor, or thing of value that exceeds \$50 that may tend to influence the manner in which they discharge their duties on behalf of the Town whether in the form of service, loan, thing, or promise from any person or entity that may have a direct or indirect interest in conducting business with the Town.
- Officials and employees shall not grant improper favors or services or give things of value to persons or entities during the discharge of their duties on behalf of the Town.

It is a conflict of interest for any Town employee or member of an employee's immediate family to receive any compensation, gift, payment, reward, gratuity, or anything else of value from any person or corporation for obtaining preferential treatment from the Town.

Expenses Incurred on Behalf of the Town

Official Travel

All employee travel for the benefit of the Town shall be completed at the most economical and reasonable cost. Generally, an employee shall be reimbursed for **pre-authorized** expenditures including but not limited to air fares, lodging, toll fees, and rental cars as business expense, and will be provided a per diem to cover the cost of meals and mileage reimbursement at the established IRS rate per mile for use of their own vehicle. No expenses for alcoholic beverages shall be reimbursed.

The expense must be an ordinary, reasonable and necessary traveling expense, and

- Incurred while away from the employee's primary area of assignment or requires overnight lodging; or
- Incurred while the employee is attending a seminar, conference, or other meeting to benefit the Town.

Job-Related Expenses

Request for reimbursement of out-of-pocket expenses are to be submitted to the Finance Director by the employee's Supervisor or Department Head on the appropriate reimbursement form showing itemized expenditures, substantiating receipts, and Department Head approval. Expense payments are made on a monthly basis. Expenses for reimbursement include the following:

Mileage for Use of Personal Vehicle - Employees are encouraged to use Town-owned vehicles for business use when available. However, if a Town vehicle is not available, an employee may use his/her own vehicle when it is authorized in advance by the Department Head or Finance Director. The Town will reimburse an employee at the established IRS rate per mile for approved business use of a personal vehicle. The use of seat belts remains strictly in effect. (See page 38 reference to CRS 42-4-237).

Other Expenses - Other expenses such as parking fees, meals, cab fares, tips, approved travel, required telephone calls, and other incidentals are eligible for reimbursement. Employees must provide substantiating cash receipts with supervisory approval.

Travel - All out-of-state travel must have the prior written approval of the Town Manager.

Employees should utilize the Town's tax-exempt number as appropriate. The tax-exempt number may be obtained from the Finance Director or your Department Head.

Uniforms - Uniforms and apparel paid for by the Town are approved annually as part of the budget process. The Town provides specific benefits for employees who are required to wear gloves and safety shoes.

Gloves - All employees required to wear gloves in their jobs will be provided with Town-approved gloves upon beginning employment. These gloves are considered Town property and must be returned upon termination. Gloves are to be kept within the workplace and worn as circumstances and safety guidelines dictate.

No Expectation of Privacy

City/Town personnel have no expectation of privacy in City/Town property and equipment. Such property and equipment include, but are not limited to any electronic resources provided by the City, such as computers, telephones, cell phones, smart phones, and pagers. Furthermore, City/Town personnel have no expectation of privacy in any messages, data files, programs, or information stored in, transmitted in, or received by such electronic resources. City/Town reserves the right to monitor, access, use, and disclose all messages, data files, programs, and information sent, received, or stored in such electronic resources for any business-related purpose. City/Town management reserves the right to monitor, inspect, and examine any such electronic resources at any time and without notice.

City/Town may monitor or access an employee's usage of such electronic resources, including information received or transmitted thereby, with or without notice, for any business-related purpose, including any situation in which a supervisor has reason to believe that an employee is misusing or abusing the privilege of using such resources, or is violating any other City/Town policy.

Employees are further advised that correspondence of an employee in the form of e-mail may be a public record under the public records law, and may be subject to public inspection under C.R.S. Section 24-72-203, unless an exception provided by law applies. The City/Town may monitor or access an employee's e-mail, with or without notice, for any business-related purpose, including any situation in which a supervisor has reason to believe that an employee is misusing or abusing e-mail privileges, or is violating any other City/Town policy.

Information and Telecommunications Systems

Hardware/Software/Internet Use

The Town utilizes an organization-wide information and computer system to communicate and maintain information necessary for the operation and delivery of services. This system, as well as all software, computer hardware and peripherals, and Internet/Web access are the property of the Town and are provided to employees for business use.

- Only official licensed software may be used on the Town's computer systems. Software may only be loaded onto the system or an individual computer with the authorization of the Town Manager or his/her designee. An employee may be held liable for any damage to the system due to an employee loading personal software onto the system or otherwise causing intentional damage to the system.
- Employees may not copy and/or distribute any Town-owned software without the permission of the Town Manager or his/her designee.
- Employees may not copy or download software available from the Internet into the Town's system or onto a computer owned by the Town without permission of the Town Manager or his/her designee.

- Internet/Web access provided for use by an employee in conducting municipal business is Town property. Connectivity is provided to allow employees to communicate within the Town, with others concerning Town business, and to use the vast Internet resource for productive purposes. Use/access that is deemed by Town management as contradictory to these purposes may be grounds for performance counseling as deemed appropriate on a case-by-case basis.
- A computer provided for use by an employee in conducting municipal business is Town property. The confidentiality of computer information should not be assumed by any employee. The Town reserves the right to review, audit, access, and disclose all information and contents of any individual computer, laptop computer, voice mail, information systems, or telecommunications systems.
- Very brief (10 minutes) and occasional use only during authorized breaks and lunch periods of this resource for personal purposes is permitted as long as it does not interfere in any way with the conduct of Town business or with fulfilling one's job responsibilities.

Electronic Mail (E-Mail)

The Town maintains an electronic mail system that is provided to assist its employees in the conduct of business and services. Both the internal e-mail system and e-mail through the Internet are considered to be the electronic mail system as set out in this statement. All messages composed, sent, or received on the electronic mail system are and remain the property of the Town. **These messages are not the private property of an employee.**

- The purpose of e-mail is for the conduct of Town business.
- The Town reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the organization without the permission of the employee.
- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.
- Notwithstanding the right of the Town to retrieve and access any electronic mail message, such messages should be treated as confidential by other employees and accessed only by the intended recipient.
- Information or correspondence in the form of electronic mail may be considered public records under public records law and may be subject to public inspection under the law.
- The electronic mail system is not intended for use to solicit or canvass for commercial venture, religious or political causes, or other non-job related solicitations. Further, it is not to be used to create or disseminate any offensive or disruptive messages.
- Any employee who discovers a violation of this policy should notify his/her immediate supervisor, Department Head, or the Finance Director.
- Any employee who violates this policy or uses e-mail for improper purposes may be subject to elimination of e-mail privileges or disciplinary action, up to and including termination.

- Very brief and occasional use of this resource for personal purposes is permitted as long as it does not interfere in any way with the conduct of Town business or with fulfilling one's job responsibilities.

Cellular Telephones

The Town maintains cellular telephones and service for selected positions to use in conducting official Town business and services. Additionally, the Town recognizes that it has become a societal standard for individuals to possess personal cellular telephones and services.

Recognizing the differences in purpose for each of these situations is very important to maintaining the integrity of the Town's systems.

All messages communicated, sent, or received on the Town's cellular telephone system are and remain the property of the Town. **These messages are not the private property of an employee.**

- The use of a Town cellular telephone, or contribution of \$20 per month in lieu thereof for the use of a personal cellular telephone, is provided for the conduct of Town business on an as needed basis in connection with emergencies or field operations. This replaces the previous practice of using bulkier and more expensive radios.
- The Town reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages received or sent using a Town cellular telephone for any purpose. The contents of voice mail properly obtained for legitimate business purposes may be disclosed within the organization without the permission of the employee.
- The confidentiality of any message should not be assumed. Even when a message is erased, it must be recognized that it is still possible to retrieve and hear that message.
- Notwithstanding the right of the Town to retrieve and access any Town cellular telephone message, such messages should be treated as confidential by other employees and accessed only by the intended recipient.
- Information recorded on cellular voice mail related to Town business may be considered public record under public records law and may be subject to public inspection under the law.
- Any employee who uses a **personal cellular telephone** with photographic capability to record unauthorized or confidential information that is Town property, regardless of the content, will be subject to disciplinary action up to and including termination.
- The Town's cellular telephone system is not intended for use to solicit or canvass for commercial ventures, religious or political causes, or other non-job related solicitations. Further, it is not to be used to create or disseminate offensive or intimidating messages.
- Any employee who violates this policy or uses a cellular telephone for improper purposes may be subject to removal of cellular privileges and/or disciplinary action, up to and including termination.

- Very brief and occasional use of this resource for personal purposes is permitted as long as it does not interfere in any way with the conduct of Town business or with fulfilling one's job responsibilities.

Any employee who discovers a violation of this policy should notify his/her immediate supervisor, Department Head, or the Town Manager.

Human Resources Policy Administration

Policy Development, Announcement, and Authorization

The Town has established the processes and procedures outlined below for the development, announcement and authorization of human resources policies and procedures.

A. POLICY DEVELOPMENT AND REVIEW

Development of changes to existing policies and new policies shall be the responsibility of the Town Manager or the Department Head with Town Manager approval.

Each Department Head, with written Town Manager approval, may develop supplemental procedures for the operation of their department providing that they do not conflict with the standards outlined herein.

B. POLICY ANNOUNCEMENT

Policy changes (including rescinding old policies that no longer apply) and/or adopting new policies shall normally be announced at least ten (10) working days prior to the action to allow employees to become familiar with change before the effective date. These changes will be distributed to each employee.

C. POLICY AUTHORIZATION

No policy after initial publication of this document, dated August 14, 2012, will be official unless it displays dated authorization in the form of a signature by the Town Manager.

Employee Policy Acknowledgment

I acknowledge that I have received a copy of the Town Human Resources Policies and Procedures Manual. I understand that the information contained in this manual supersedes any written or verbal policies I may have received in the past.

My signature below indicates that I have familiarized myself with the information contained in the manual and that I will seek verification or clarification where necessary.

I understand that the information contained in the manual is subject to change as situations warrant and that changes in the policies may supersede, modify, or rescind any or all policies summarized in the manual. Further, I understand that changes in policy will be communicated in accordance with the procedure outlined in this manual and that this process may be supplemented by communications from my supervisor or through other notices issued verbally, in writing, or in an electronic form. I accept full responsibility for keeping informed of the policies and practices in place at a given point in time as well as for any changes thereto.

I understand that the policies, practices, and procedures contained in the manual do not constitute any form of contractual or legal employment agreement between the Town and me. My employment with the Town is At will by mutual consent of the Town as the employer and me as the employee.

Employee's Name (Printed)

Employee's Signature

Date

Manager's Signature

Date

***NOTE: This form becomes a permanent part of an employee's personnel file.
Please complete this page, remove it from the manual, and return it to your supervisor.***