TOWN OF TIMNATH, COLORADO
ORDINANCE NO. 4, SERIES 2015

AN ORDINANCE APPROVING THE
TOWN OF TIMNATH EMPLOYEE HANDBOOK

WHEREAS, The Town of Timnath (the "Town") is a home rule municipality operating under
the Timnath Home Rule Charter (the "Charter") adopted on November 7, 2006 and the Town's
Municipal Code (the "Code"). Pursuant to the Charter, the Code and the authority given home
rule municipalities, the Town may adopt and amend ordinances; and

WHEREAS, The Town Council recognizes that it is important to update the Town Employee
Handbook from time to time to accurately reflect employee benefits and employer policies;

WHEREAS, The Town Council hereby finds, determines, and declares that this Ordinance is
promulgated under the general police power of the Town, that it is promulgated for the
preservation of public health, welfare, peace, safety and property and that this Ordinance is
necessary for the protection of public convenience and welfare.

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF TIMNATH, COLORADO,
ORDAINS:

ARTICLE 1 - The Town Council hereby approves the Town of Timnath Employee Handbook
dated April 14, 2015.

ARTICLE 2 – SEVERABILITY
If any part or provision of this Ordinance, or its application to any person or
circumstance, is adjudged to be invalid or unenforceable, the invalidity or unenforceability of
such part, provision, or application shall not affect any of the remaining parts, provisions or
applications of this Ordinance that can be given effect without the invalid provision, part or
application, and to this end the provisions and parts of this Ordinance are declared to be
severable.

ARTICLE 4 – EFFECTIVE DATE
This Ordinance shall take effect upon adoption at second reading, as provided by Section
3.5.5 of the Charter.

INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF
TIMNATH ON FIRST READING, ON APRIL 14, 2015, AND SET FOR PUBLIC HEARING
AND SECOND READING AT 6:00 P.M. ON APRIL 28, 2015 AT THE TIMNATH
ADMINISTRATION BUILDING, 4800 GOODMAN STREET, TIMNATH COLORADO AND
ORDERED PUBLISHED BY TITLE THIS 14TH DAY OF APRIL, 2015.

MOVED, SECONDED AND FINALLY ADOPTED ON SECOND READING FOLLOWING
PUBLIC HEARING BY THE TIMNATH TOWN COUNCIL ON APRIL 28, 2015.

Please Return to:
Town of Timnath
4800 Goodman Street
Timnath, CO 80547
TOWN OF TIMNATH, COLORADO

Jill Grossman-Belisle, Mayor

ATTEST:

Milissa Peters, Town Clerk
TOWN OF TIMNATH

EMPLOYEE HANDBOOK

Final April 14, 2015

4800 Goodman Street
Timnath, Colorado 80547
Telephone: 970.224.3211
Fax: 970.224.3217

This manual supersedes any prior statements, policies or guidelines.
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Revised April 14, 2015
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Employee Guidelines for The Town of Timnath
Revised April 14, 2015
Welcome to the Town of Timnath, Colorado! Established in 1882, we are proud to be a vibrant, historic community and we are glad you have chosen to work with us on behalf of the Town.

You have joined a committed group of public servants who take our responsibilities to the citizens of the Town very seriously. The employees of the Town of Timnath are people who care about our community. We are dedicated to performing our jobs in a professional and ethical manner, and ensuring that our citizens receive the services we provide in a timely and efficient manner, making Timnath a better place to live.
INTRODUCTION

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH THE ORGANIZATION AND PROVIDE YOU WITH INFORMATION ABOUT WORKING AT THE TOWN OF TIMNATH ("TOWN"). THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CREATE A CONTRACT OF EMPLOYMENT EITHER EXPRESS OR IMPLIED. THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS. YOUR COPY OF THIS EMPLOYEE HANDBOOK MUST BE RETURNED WHEN YOU LEAVE THE EMPLOYMENT OF THE TOWN.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. IF YOU HAVE QUESTIONS AFTER READING THIS MANUAL, PLEASE TALK TO YOUR IMMEDIATE SUPERVISOR. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. THE TOWN, THEREFORE, RESERVES THE RIGHT TO INTERPRET OR CHANGE THEM WITHOUT PRIOR NOTICE.

THE TOWN RESERVES THE RIGHT TO THE FINAL INTERPRETATION OF ANY OF THE PUBLISHED OR UNPUBLISHED GUIDELINES OR PRACTICES THAT MAY BE ISSUED FROM TIME TO TIME. AN EMPLOYEE WHO FAILS TO BEHAVE IN A MANNER CONSISTENT WITH THESE GUIDELINES MAY BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL FROM EMPLOYMENT.
ADMINISTRATION

Definitions

Classification
Employee: Any employee whose position does not have a predetermined ending date or whose predetermined ending date is six months or more from the hiring date. (The existence of a predetermined ending date is only a guideline and does not guarantee employment until that date.)

Temporary Employee: Any employee whose position has a predetermined ending date that is less than six months from the hiring date. (The existence of a predetermined ending date is only a guideline and does not guarantee employment until that date.)

Status
Full-Time Employee (FT): Any employee who is regularly scheduled to work 40 or more hours per week.

Part-Time Employee (PT): Any employee regularly scheduled to work less than 40 hours per week.

Exemption
Exempt: Any employee who is exempt from overtime requirements. Exempt employees will be paid on a salaried basis.

Non-exempt: Any employee who is subject to overtime requirements. Non-exempt employees may be paid either on an hourly or salaried basis.

Equal Employment Opportunity
The Town is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Complaint Procedure
If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your supervisor or Town Manager. The matter will be investigated and appropriate corrective action taken. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Town Attorney.

The Town prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the Town determines that an employee’s behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.
Disability and Religious Accommodation
The Town will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Town or cause a direct threat to health or safety. Employees needing such accommodation are instructed to contact their supervisor or Town Manager immediately.

Harassment
The Town will not tolerate any form of unlawful harassment (e.g. sexual, racial, ethnic, sexual orientation, religious, national origin, etc.) at work. It also will not tolerate retaliation for opposing harassing behavior, for reporting instances of harassment, or for providing statements or evidence related to alleged harassment.

Harassment may be verbal (epithets, derogatory statements, slurs, innuendo), physical (unwelcome touching, assault, gestures, physical interference with one's work), or visual (posters, drawings, faxes, e-mail). It may involve unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. Harassment may originate from employees, supervisors, officers, customers, or others visiting the Town. In whatever form and from whatever source, it is not allowed.

Reporting Harassment
In some situations, a person may not realize that his or her behavior is inappropriate or unwelcome. Employees who consider any person's behavior to be inconsistent with these guidelines are encouraged (but not required) to tell that person that his or her behavior is considered inappropriate and request that the conduct stop. Persons so told should comply immediately with such requests.

Management must learn of harassment before management can stop it. Thus, every employee who reasonably suspects that harassment has occurred, including every individual who believes that he or she is a victim of harassment, must immediately report the circumstances to the Town Manager or the Town Attorney. Employees should not assume that the Town is already aware of the situation. Employees should not assume that it is someone else's duty to report. Those aware of facts related to the alleged harassment also may be required to provide a written statement that fully describes facts associated with the alleged harassment.

It is important to emphasize that those employees who believe their supervisor is harassing them are not required to report the issue to that supervisor, but may choose to report the information to another manager.

Protection from Retaliation
Supervisors or management may not retaliate against a victim, reporter, or witness of harassment because of his or her report or his or her participation in an investigation into a report of harassment. Any suspicion of retaliation should be reported immediately to the Town Manager or the Town Attorney.

Romantic Relationships
Employees who develop a romantic relationship with another employee are not required to inform the Town unless one of the employees is a supervisor, manager, or a member of the Accounting/Finance Department, in which case both employees are required to report the relationship. When management does become aware (whether through self-reporting or by other means) of a romantic relationship between any two employees, management may require both employees to sign a statement that the relationship is consensual and does not involve any form of harassment. In some cases, if there is a conflict of interest that exists because of the
relationship, one or both of the individuals may be asked to change positions or to resign within 60 days to resolve the conflict. The decision as to which employee resigns will be left to the two employees.

**Hiring**

Ordinarily, vacancies will be posted on the Town website and will be advertised through a designated area newspaper or online job posting website.

Family members, members of the same household, and those with close personal relationships may not be hired to supervise each other, either directly or indirectly. Family members and members of the same household of a Town Council member and those with close personal relationships with Town Council members may also not be hired for a paid position in the Town, to avoid the appearance of a conflict of interest. For the same reason, family members and members of the same household as the employees in Accounting/Finance Department and those with close personal relationships with employees in the Accounting/Finance Department may not be hired in any capacity, whether or not there is a supervisory relationship. Same as above, reword "Family member" is defined as spouse, parent or guardian, child, sibling, grandparent, grandchild, or any relative who is a member of the employee's household. It also includes step-family and in-law relationships that are similar to any listed above.

**Personnel Records**

The Town maintains an employment history file on each employee that contains records important to timely payment of wages and benefits and other matters. Employees should contact the Finance Department whenever a change occurs that affects employment records, such as changes to the following:

1. Name and Social Security Number (original documentation required);
2. Home address and telephone number;
3. Marital status and number of dependents (if the employee has dependent Benefits coverage);
4. Name and phone number of emergency contact;
5. Beneficiary (if the employee has benefits coverage).
6. Driving record or status of driver's license
7. W-4 tax exemptions.

If you want to look at your file or discuss it with someone, contact the Finance Department.
EXPECTATIONS

Performance Expectations

Employees represent the Town to those with whom they come in contact. In fact, the success of our Town government depends upon the quality of its work and the quality of its relationships with the public. Therefore, employees' conduct should always reflect favorably upon both the employee and the Town.

The Town expects from every employee the highest standards of ethics, competence, and service. In working with both external and internal customers employees must show respect for others and keep the public interest in mind at all times. They should be present for work on a regular and punctual basis. They should be competent, honest, and have a positive attitude. They should avoid appearances of impropriety and preserve the confidentiality of sensitive information. They should demonstrate the highest ethical and professional standards.

Employees should become familiar with this manual and any other rules that are distributed, perform the duties in their job description or as assigned by their supervisor, and participate in the Town's performance appraisal process.

The Town expects its employees to strive to use resources wisely by avoiding wasteful practices, to perform their jobs as efficiently as possible, and to make suggestions about methods that make the Town more productive. Safety is important, and employees should observe safety rules and contribute to a safe and sanitary workplace.

Finally, accuracy and timeliness are important to the effective accomplishment of the Town's goals. All reports or records must contain accurate and complete information, and all employees must keep those records up-to-date. Employees may not remove any records from Town property without the permission of the Town Manager.

Attendance

The Town expects employees to be at work on a regular and timely basis. Regular attendance is an essential duty of all Town positions. If you need to leave the workplace during the day, you must make sure you have the approval of your supervisor. Scheduled time away from work must be requested in advance.

From time to time, it may be necessary for you to be absent from work on an unscheduled basis. If you are unable to report for work, or if you will arrive late, you must contact your supervisor immediately or no later than one hour before your normal reporting time to ensure eligibility for any type of paid time for that day. If you know in advance that you will need to be absent, you must request this time directly from your supervisor.

When you return to work following time off because of an illness or injury, the Town may require you to obtain a physician's certification that it is safe for you to return to your job duties.
**Town Property**

Every employee will be working with Town equipment, using Town supplies, and handling Town property. We hold this property in trust for the residents of the Town and are responsible for the appropriate use of all Town property. The best rule to follow is to treat Town property with as much care and respect as you would want shown for your own personal property.

**Equipment**

Most equipment is costly and all are designed for a specific purpose. Equipment should not be used for a job it is not designed to handle or perform. You must restore all equipment to good, clean, operating condition when you are finished using it. Always return mobile equipment to the proper storage areas. It is the Town's policy not to loan out tools or equipment for "non-Town" purposes under any circumstances. With the exception of property specifically assigned to the employee, no employee may remove Town property from Town premises or work sites without supervisory authorization.

If you are assigned a specific equipment item, you are individually responsible for its care. All Town property must be signed in or signed out with the department that assigned it and you must report repairs that may be necessary.

**Vehicles**

Employees who are assigned a Town vehicle must always drive with care and obey the law. Seat belts must be worn at all times. Employees who incur any fines, citations, or related penalties as a result of improper operation of a Town-owned vehicle must pay these amounts personally. Please also refer to "Driving on Town Business" later in this section.

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**Confidentiality**

It is essential that employees treat non-public information about citizens, as well as non-public information regarding the Town, with absolute confidentiality. The Town has always maintained a strict policy of confidentiality regarding this information, and employees must comply with this policy both during and after employment with the Town.

Employees may not use privileged information gained as a result of their employment for personal gain or benefit, or to benefit friends, relatives, or acquaintances. No employee of the Town may participate in any Town procurement decisions affecting their personal financial interest or those of their immediate family.

Employees may never discuss citizen transactions with anyone who does not work for the Town and may only discuss them with Town employees on a need-to-know basis. Town employees should never be a source of gossip, whether factual or not, regarding citizens' personal plans, police citations or complaints, property values, or other interactions with Town government.

No one is permitted to remove or make copies of any Town record, report, or document without the prior approval of the Town Manager. An employee who is unsure about any request for information should consult the Town of Timnath Open Records Act Compliance Policy and contact his or her supervisor or the Town Manager.

Employees also may not release the home telephone numbers or addresses of other employees, Council members or planning commissioners without supervisory approval. Requests of an emergency nature should be referred to the Town Manager or the Finance Department. Exception is information needed for dispatch reference emergency contacts and fire alarm contacts.
Driving on Town Business

All employees who drive as part of their job responsibilities, whether using a Town vehicle or a personal vehicle, must maintain insurability with our insurance carrier. To do so, the employee is responsible for providing the Finance Director with the following:

- Proof of current valid vehicle insurance coverage, if canceled will notify town immediately
- Proof of acceptable driving status as defined by the Town, and
- Reports of any moving violations or driving arrests or convictions (including DWI or DUI) within 5 working days.

Employees may not drive on behalf of the Town until they have received the approval of the Finance Director.

Use of Drugs or Alcohol

The Town seeks to provide a safe work environment for all employees that are free of the effects of substance abuse. Similarly, it is the responsibility of employees to maintain good personal health so they are physically and mentally capable of performing their jobs in the workplace.

The use or abuse of controlled substances or alcohol at work is unsafe and counterproductive and will not be tolerated by the Town. Employees are prohibited from manufacturing, selling, distributing, dispensing, purchasing, handling, possessing or using alcohol or any drug made illegal by federal law (including marijuana even if the possession or use of same is permitted under state law) anywhere while conducting business or anywhere on the premises or at any worksite. Additionally, employees are prohibited from reporting to work while under the influence of illegal drugs or alcohol.

Any employee who is convicted, or pleads guilty or no contest under any local, state, or federal criminal drug statute, must notify the Town Manager no later than five days after such conviction or plea.

Prescription drugs prescribed by the employee's physician may be taken during work hours as long as they do not constitute a safety risk. Employees must notify their supervisor if the use of prescription drugs may adversely affect their work performance. The abuse of prescription drugs will not be tolerated at work.

Nothing in this guideline prohibits police officers from handling illegal drugs as a part of their law enforcement responsibilities.

An employee who fails to behave in a manner consistent with these guidelines (or any other guideline in this handbook) may be subject to disciplinary action, up to and including dismissal from employment.

Facility Closures

If severe weather conditions exist and the Town Manager decides to close the office for the day, you will be notified by your supervisor not to report to work. If you are not notified, you are expected to be at work on time. Nonexempt employees may choose to use Vacation Time or Personal Time or take unpaid time for days on which the facility is closed. Employees who choose to leave early or not come in to work for weather reasons on a day when the office is open may also choose between Vacation Time, Personal Time or unpaid time for those hours.
Gifts or Gratuities

Town employees shall comply with state law, including Article 29 of the Colorado Constitution, concerning Ethics in Government. Article 29 provides that public employees and officers must avoid conduct that is in violation of their public trust or that creates a justifiable impression among members of the public that such trust is being violated.

Simply put, Article 29 provides that Town employees cannot accept, directly or indirectly, gifts valued at $50 or more in one calendar year from any source. "Indirectly" receiving a gift means receiving a gift from another through a spouse or dependent child.

Article 29 prohibits Town employees from accepting more than $50 in gifts (for instance, meals or tickets to a sporting event) from any source during a calendar year. Article 29 does not include gifts from a relative or friend on a special occasion like a birthday or an anniversary.

This guideline is just a summary and is not a complete description of your obligations under Article 29. To the extent this is not a complete description of your obligations, you are required to comply with the law and not this summary.

In addition to your obligation under with Article 29, the Town prohibits employees from accepting, directly or indirectly, gifts valued at $50 or more in any calendar year from any source. This provision does not include gifts from a relative or friend on a special occasion like a birthday or anniversary. For purposes of this provision, "indirectly" receiving a gift means receiving a gift from another through any other source.

If you have questions about compliance with this section, please consult with the Town Attorney.

Information Services

Systems
The Town's computer network, access to Internet, e-mail and voice mail systems are business tools intended for employees to use in performing their job duties. These systems are intended for employees to use in performing their jobs. Therefore, all documents and files are the property of the Town. All information regarding access to the Town's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Town information and may not be disclosed to non-Town personnel.

All computer files, documents, and software created or stored on the Town's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the Town premises without approval from a department head. Upon separation of employment, all communication tools should be returned to the Town.

Personal Use of the Internet
Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Town prohibits the display, transmittal, or downloading of
material that is in violation of Town guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright
The Town fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Town facilities.

Unauthorized Use
Employees may not attempt to gain access to another employee’s personal file of e-mail messages or send a message under someone else’s name without the latter’s express permission. Employees are strictly prohibited from using the Town communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail
E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Town prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Town premises at any time. Management may monitor e-mail from time to time. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee’s e-mail messages.

Voice Mail
The Town voice mail system is intended for transmitting business-related information. Although the Town does not monitor voice messages as a routine matter, the Town reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Employees are responsible to make certain their voice mail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they must leave messages on their voice mail stating when they will be returning messages, and who will be an alternative contact in the meantime.

Telephones/Cell Phones/Mobile Devices
Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.
Confidential information should not be discussed on a cell phone or mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Town guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest in a shoulder lane or lawfully parked. Police officers may from time to time have to take a call while responding to a call.

The Town telephone lines should not be used for personal long distance calls.

**Social Networking On and Off the Job**

**Town-Related Sites**

All Town-sponsored social media accounts, pages, and their content are the property of the Town, regardless of which department or staff member creates, manages, or contributes to the content, and regardless of what equipment is used to produce the content. Employees may not participate in social media or establish any social media accounts in their capacity as a Town employee unless authorized to do so by the Town Manager. All authorized accounts are the property of the Town; therefore, those employees authorized to participate in social media must provide their supervisor with all information required to access and post on authorized sites, such as user names, passwords, and other similar information. Employees may not use Town-sponsored social media for purposes beyond that authorized by the Town Manager.

All Town-sponsored social media sites are open to the public in accordance with the Colorado Open Records Law, and employees do not have an expectation of privacy concerning their participation. The Town may monitor all such sites and may edit or remove any content that the Town deems, at its sole discretion, to be inaccurate or unlawful.

Employees who use Town sites may not mention vendors, suppliers, clients, citizens, co-workers, or other individuals or organizations without their prior consent, and may not "recommend" companies or individuals on such sites for any reason.

**Personal Use of Social Networking off the Job**

Employees may access personal email accounts or social networking sites while on duty but should only on a limited basis and should ensure that such activity does not impact their ability to complete job duties. Personal social networking activity should never contain confidential information regarding the Town or regarding citizens or others we serve.

In order to prevent the appearance of a conflict of interest, the Town prefers that employees not identify themselves as employees of the Town on these personal sites. In cases where an employee's personal use of social media may be perceived as being on behalf of the Town, or if the employee is widely known to be a Town employee, the employee should include a visible disclaimer on their account to inform other users that their opinions are their own and do not represent those of the Town.

Employees should also be aware that there may be times when the contents of an employee's site will cause the Town to question his or her ability to work at the Town (e.g. comments reflecting a tendency to violence, intent to commit a crime, or a conflict of interest with Town responsibilities). Employees are encouraged to think carefully about the impact of any posting on the Town's ability to serve the public effectively.
Friends or Contacts
The Town encourages employees to refrain from personal social networking relationships with management and with the Town Council. “Friending” a manager on Facebook, for example, can make it more difficult or impossible to maintain clear and appropriate boundaries for supervisory responsibilities and is strongly discouraged.

Outside Employment
A Town employee may hold a second job as long as it does not create a conflict of interest with the Town job or interfere with the performance of the employee’s Town position. However, the employee must review plans to accept outside employment with the Town Manager prior to accepting the outside position. If the Town Manager later determines that the employee’s outside employment does create a conflict of interest with the Town job or interferes with the performance of duties, the Town Manager may ask the employee to resign from one of the conflicting positions, or also may terminate the employee from the Town position.

Political Activity
Town employees may participate in political activities, just like any other citizen. However, Town employees are not permitted to perform or be involved in political campaigning or related activities, whether paid or voluntary, in the following circumstances: during normal working hours; on paid overtime; while in a uniform of the Town; or while using Town vehicles. In addition, when participating in political activities, employees should take care not to create the impression that they are acting on behalf of the Town or in an official capacity. Town employees are not permitted to solicit, survey, petition, or distribute political literature during work time. No Town employee may serve as an election judge in a Town election.

Searches and Inspections
Employees should remember that computers, offices, work areas, file cabinets, lockers, Town vehicles and desks are the property of the Town and as such may be searched or inspected at any time and for a variety of reasons. For this reason, employees may not use any locks other than those provided by the Town for desks, computers, and other Town-owned equipment.

Solicitation
To avoid disruption of Town operations, the following rules will apply to solicitations and distribution of literature in working areas during working time.

Non-employee
Persons who are not employed by the Town may not engage in solicitation or distribute literature on Town property at any time for any purpose without the permission of the Town Manager.

Employees of the Town may not engage in solicitation or distribute literature in working areas during working time for any purpose. "Working time" refers to both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. "Working time" does not include break periods, meal periods, or any other periods during the workday when employees are properly not
engaged in performing their work tasks or area off duty.

Gambling of any sort is also prohibited on Town property or during working hours.

_Tobacco Use_

The Town is tobacco free. Use of cigarettes, chew, or smokeless tobacco is prohibited in Town buildings and Town vehicles at all times.

_Violence and Threats of Violence_

Violence or excessive anger at the workplace or on the job is inappropriate and is strictly prohibited. Any employee who observes another engaging in such behavior, or who is aware of a threat by an employee to do violence to another employee, customer, vendor, citizen, or Town official must report the behavior or threat to the Town Manager or any available supervisor immediately.
PAY

Pay Days

Employees are paid twice each month, on the 1st and the 16th of the month. The paycheck on the 1st covers the period of time from the 1st through the 16th of the prior month. The paycheck on the 16th covers the period of time from the 16th through the end of the prior month. If a payday falls on a Saturday, employees will receive paychecks one day prior (Friday) and if the payday falls on Sunday employees will be paid one day later (Monday). If a payday falls on a holiday, employees will be paid one day prior if that is a business day. If not, employees will be paid on the first business day following the holiday.

An employee must have the approval of the Town Manager to receive his or her paycheck in advance.

Safe Harbor Policy
The Town will make every effort to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes may happen. Employees are expected to review their paychecks and notify the Finance Department immediately if there is an error.

Compensation Policy

Where possible and financially feasible, pay ranges at the Town may be based on compensation surveys and comparisons made by the Colorado Municipal League and Mountain States Employers Council. Individual pay within these ranges may be based on factors such as education, experience, and other job-related criteria and will be at the discretion of the Town Manager.

Work Schedule and Time Records

The normal business hours for the Town are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, employees will be scheduled for work based upon the needs of their department and supervisors may change employees' work schedules based upon Town needs.

Time Records – Non-Exempt Employees
Non-exempt employees must keep accurate time records on a daily basis, and must submit the signed original on the Monday following the week completed at the time designated by the Town Manager or the Finance Manager. This time record must reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks.

Non-exempt employees should only work hours that are authorized. Consequently, employees should not start early, finish work late, work during a meal break, or perform any other extra or overtime work unless the employee is authorized to do so.

Non-exempt employees are prohibited from performing any "off the clock" work. All time must be reported. Any employee who has been instructed by another employee or manager to work off the clock or to falsify a timecard should report the situation to the Town Manager as soon as possible.

Time Records – Exempt Employees
Exempt employees receive a salary that is intended to compensate the employee for all hours worked for the Town. Consequently, exempt employees only need to record time off (rather
than time worked) in order to keep accurate records of Vacation Time, Personal Time, and other types of benefits and time off provisions.

**Overtime and Compensatory Time**

Because the work of the Town sometimes involves special events or projects, working extra hours is occasionally a requirement of employment. When non-exempt employees need to work hours in addition to their regular schedule, they must obtain the approval of their supervisor before working the hours. Employees who fail to obtain prior approval, must still record the extra hours, and the Town will pay them as appropriate, but an employee may be subject to discipline for failing to obtain prior approval.

When a non-exempt employee works more than 40 hours in the workweek, the hours over 40 will either be paid at time-and-one-half or will be compensated as compensatory time (up to a maximum of 120 hours) at time-and-one-half, at the discretion of the Town Manager. The compensatory time balance is payable to the non-exempt employee at termination. For purposes of calculating overtime, the workweek begins at 12:00 AM Sunday and ends at 11:59 PM Saturday.

Vacation time, holiday time, and other paid but unworked time does not count toward time worked for calculating overtime, excluding after hours snow removal or otherwise approved by the Town Manager. However, required attendance at Town-sponsored or job-related training programs, lectures, and meetings are considered hours worked for the purposes of calculating overtime. Taking courses in a public or private institution or pursuing additional education outside of regular working hours is not considered hours worked for the purposes of calculating overtime unless the course is taken at the direction of the Town.

Neither overtime nor compensatory time is available for exempt employees.

**Jury Duty Pay**

The Town recognizes jury and witness duty as everyone's civic responsibility, and allows employees who serve on jury duty to receive a regular straight-time rate of pay for the first 3 days of court service. The Town Manager may extend this benefit beyond the first 3 days of jury service. If the court provides remuneration to the employee for jury service during any of the first three days for which the employee will receive paid time from the Town, the employee will be required to reimburse the Town for the duplicate pay.

You must immediately notify your department head of the jury summons. When you have completed court service, you must provide proof of service.

The period of time that an employee is on jury duty is not considered time worked for purposes of calculating overtime or eligibility for the Town's benefits or time off plans. If a paid holiday falls during the time a full-time employee is on jury duty, the employee will be eligible for holiday pay as detailed below, provided the employee either works or attends jury duty the work days immediately before and after the holiday.
BENEFITS

Health Insurance

The Town currently contributes in part towards full-time employee towards a selection of health, dental, vision, and life insurance benefits offered by the Town. Employees choose the coverage they wish for themselves and their eligible family members. For detailed information on the health insurance plan, or to obtain a Summary Plan Description, please contact the Finance Department.

Educational Reimbursement

If the Town asks an employee to participate in educational classes, the Town will ordinarily pay 100% of the cost of the class, including books, unless other arrangements are made. Employees may also request Town reimbursement for the cost of pursuing a degree that will increase their skills in their position. All such requests should be submitted to the Town Manager and will be considered under the Town's Education Reimbursement Policy. If an employee has been reimbursed for the cost of pursuing a degree that will increase their skills in their position by the Town and subsequently leaves employment of the Town within two years of the reimbursement, the employee may be responsible for reimbursing the Town for those costs, and such costs may be withheld from the employee's final paycheck.

Workers' Compensation

The Town provides benefits for employees in the event of a job-related illness or injury. It is the responsibility of the employee to inform his or her supervisor within 24 hours of any job-related illness or injury, when possible. No employee will ever be retaliated against for filing a claim for workers' compensation benefits.

Employees who fail to report within four days after a job-related injury or within thirty days after the first distinct manifestation of the occupational disease may not be eligible for full workers' compensation benefits.

Pay for Time Loss

If workers' compensation coverage applies to the injury or illness, the workers' compensation insurer will usually pay the employee for time off beginning on the fourth day of absence, although workers' compensation pay may be at a lower rate than an employee's regular base rate. If the total time off exceeds ten days, the workers' compensation insurer then may pay the employee for the first three days of time loss. If the employee receives any duplicate pay from the Town and workers' compensation (or outside insurance sources), the employee must report the duplicate pay to their supervisor and reimburse the Town for the amount which was duplicated. In some cases light duty assignments will be made when work is available and subject to the Town Manager's approval.

Off-Duty Activities

Neither the Town nor the workers' compensation insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's participation in any off-duty recreational, social, or athletic activity sponsored by the Town.
**Employee Assistance Program (EAP)**

EAP was created with the aim to help Town employees and their families maintain their health and well-being. The Town recognizes that a wide range of problems not directly associated with an employee's work may have an adverse effect on an employee's job performance and health.

Participation in the EAP is on a voluntary basis. Although supervisors and coworkers may encourage an employee to seek help, the decision to seek and accept assistance is the responsibility of the employee.

Participation in the EAP is strictly confidential. All records and information regarding referral, diagnosis and treatment will be maintained by the EAP and treated as confidential. The program ensures that participant names and the nature of the problem are not available to supervisors, coworkers or anyone else. The EAP is a service provided at no cost to participants.

In addition, if there are performances issues, management may require the employee to contact the EAP provider as part of an employee's performance improvement plan.

Public Safety is required to follow the Public Safety policies and protocol during critical incidents.

**Flexible Spending Reimbursement Accounts**

Flexible Spending Reimbursement accounts allow you to have funds deducted pre-tax from your paycheck to pay for either out-of-pocket medical expenses or dependent/elder care expenses. You should plan carefully, for this is a plan governed by IRS rules where you must use what you set aside within the annual time period.

Dependent Care Accounts have a $5,000 annual limit and Medical Spending Accounts have a $2,550 annual limit.

**Retirement**

**PERA**

The Town employees do not contribute to Social Security, instead we participate in Colorado PERA. A percent of your total salary is deducted and transferred to the proper retirement plan where it is credited to your individual member account. Additionally, the Town contributes a percentage of the payroll to the retirement plans.

**ICMA-Retirement Corporation's Plan 457**

The Town also offers this retirement investment program in which employees are allowed to defer money pre-tax into a retirement investment account. Full-time employees are eligible to participate and may enroll at any time.
TIME OFF

Eligibility for Time Off

<table>
<thead>
<tr>
<th></th>
<th>Employees</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
</tr>
<tr>
<td>Holiday Time</td>
<td>Eligible from date of hire.</td>
</tr>
<tr>
<td>Vacation Time</td>
<td>Eligible from date of hire.</td>
</tr>
<tr>
<td>Personal Time</td>
<td>Eligible from date of hire.</td>
</tr>
<tr>
<td>Bereavement Time</td>
<td>Eligible from date of hire.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Eligible from date of hire.</td>
</tr>
<tr>
<td>Leaves of Absence</td>
<td>Eligible after 12 nonconsecutive months of employment.</td>
</tr>
</tbody>
</table>

Holidays

The offices of the Town are closed on certain days of historic importance and the Town currently pays eligible employees for time off on these days. Holidays currently observed by the Town include the following:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2)
- Christmas Day
- One floating holiday

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>January 1st</td>
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<tr>
<td></td>
<td>3rd Monday in January</td>
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<tr>
<td></td>
<td>3rd Monday in February</td>
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<td>Last Monday in May</td>
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<td>July 4th</td>
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<td>1st Monday in September</td>
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<td></td>
<td>4th Thursday in November and the day after</td>
</tr>
<tr>
<td></td>
<td>December 25th</td>
</tr>
</tbody>
</table>

Full-time employees currently receive 8 hours of pay on these holidays at their base hourly rate. Holiday time is considered unworked time and does not count toward time worked for calculating overtime excluding after hours snow removal or otherwise approved by the Town Manager.

If a holiday occurs on a Saturday, the Town will celebrate the holiday on the preceding Friday. If a holiday falls on a Sunday, the Town will celebrate the holiday on the following Monday.

Employees who are on a scheduled vacation when a holiday occurs will receive holiday pay in accordance with this policy and will not be charged either Personal Time or Vacation Time for that day. However, employees who are on a Leave of Absence will not receive holiday pay during the leave, whether paid or unpaid time is taken.
**Vacation Time**

The Town encourages employees to take time off for rest and recreation. Full-time employees earn paid Vacation Time for this purpose.

**Time Off Accrual**

Eligible employees begin earning paid Vacation Time on the date of their employment.

<table>
<thead>
<tr>
<th>Period of Service</th>
<th>Vacation Time Granted Per Pay Period</th>
<th>Vacation Time Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning on the date of employment</td>
<td>3.33 hours (80 per year, or 10 days)</td>
<td>120 hours</td>
</tr>
<tr>
<td>After 2 years of employment</td>
<td>5 hours (120 per year, or 15 days)</td>
<td>120 hours</td>
</tr>
<tr>
<td>After 4 years of employment</td>
<td>5.34 hours (128 per year, or 16 days)</td>
<td>120 hours</td>
</tr>
<tr>
<td>After 5 years of employment</td>
<td>5.67 hours (136 per year, or 17 days)</td>
<td>120 hours</td>
</tr>
<tr>
<td>After 6 years of employment</td>
<td>6 hours (144 per year, or 18 days)</td>
<td>120 hours</td>
</tr>
<tr>
<td>After 7 years of employment</td>
<td>6.34 hours (152 per year, or 19 days)</td>
<td>120 hours</td>
</tr>
<tr>
<td>After 8 years of employment</td>
<td>6.67 hours (160 per year, or 20 days)</td>
<td>120 hours</td>
</tr>
</tbody>
</table>

Vacation Time will stop accruing during a Leave of Absence once all paid time has been used.

**Use of Vacation Time**

All requests for Vacation Time must be submitted to your supervisor and the Town Manager at least 2 weeks in advance. Although every effort will be made to honor specific dates requested, there may be times when requests will be denied or postponed due to working conditions, other prior vacation requests, or other work-related factors. Employees should wait for the approval of the Town Manager before making vacation plans. In general, no more than two people may be absent from a department at any one time.

Generally, Vacation Time must be taken in full-day increments. No more than two consecutive weeks may be taken at any time, unless approved by the Town Manager. Employees in the Accounting/Finance Department must take at least 5 consecutive days off each year.

Employee’s must exhaust available vacation and personal leave balances prior to requesting time-off without pay.

**Unused Vacation Time**

The Town encourages employees to use their Vacation Time during the anniversary year in which it is earned. On December 31st of each year, each employee’s Vacation Time bank must be no higher than the cap shown in the table above. If Vacation Time has reached this cap on December 31st, accrual will stop until the employee’s Vacation Time drops below the cap. Any request for an exception to this cap must be based on workload issues, must contain a deadline for reducing the employee’s Vacation Time, and must be submitted to the Town Manager in writing. Vacation Time is intended for rest and recreation while employed at the Town, and may not be cashed out except upon separation from employment.
**Personal Time**

The Town encourages employees to stay home from work if they are so ill that they may infect others in the workplace. Full-time employees receive Personal Time for this purpose. Personal Time may also be used to care for a sick parent, spouse, or dependent child, to attend to personal business during the work day, or for any other purpose at the employee's discretion.

**Personal Time Accrual**

Eligible employees accrue Personal Time at the rate of two hours per pay period, or four hours per month (6 days per year). Employees may bank Personal Time to a maximum of 120 hours (fifteen days), at which point accrual will stop until the employee's Personal Time drops below the maximum.

**Use of Personal Time**

Personal Time may be requested on an unscheduled basis when an employee, or a member of his or her immediate family, is ill or injured, or on a scheduled basis when an employee needs time off for any other reason. "Immediate family" for purposes of this guideline is defined as spouse, child, sibling, parent, grandparent, or any person similarly related to the employee's spouse. It also includes step-family and in-law relationships that are similar to any listed above.

When an unscheduled absence is necessary, the employee must call his or her supervisor at least one hour before the start of the shift. Failure to call prior to the start of the shift may result in the loss of Personal Time pay for that day.

Personal Time will stop accruing during a Leave of Absence once all paid time has been used. Personal Time will not be cashed out, either during employment or upon separation from employment.

Employee's must exhaust available vacation and personal leave balances prior to requesting time-off without pay.

**Parental Involvement in K-12 Education (PIKE)**

Non-supervisory employees who need to attend an academic activity at their child's school may be granted up to 18 hours per year, but no more than 6 hours in one month, to attend these activities. Employees may choose to use Vacation Time or Personal Time or may use unpaid time for this time off. Where possible, employees should provide at least one week notice to their supervisor of the need to take time off, and should request time in increments no more than 3 hours.

**Bereavement Time**

In the case of a death in an employee's immediate family, the employee may request time off with pay from the day of death through the day of the funeral, not to exceed 3 days (unless the funeral is out of state, in which case 5 days may be requested). "Immediate family" is defined as spouse, parent or guardian, child, sibling, grandparent, grandchild, or any relative who is a member of the employee's household. It also includes step-family and in-law relationships that are similar to any listed above.

Bereavement time is not available to employees during a Leave of Absence.
Voting Time

The Town supports the duty and responsibility of every citizen to vote in elections. Employees of the Town can ordinarily vote either before or after their regularly assigned work hours. However, when this is not possible due to work schedules, the Town Manager may grant an employee no more than 2 hours of time to vote during the work day. When possible, this time should be scheduled at least 48 hours in advance.

Witness Duty

Employees subpoenaed to appear in court as a witness for cases unrelated to their Town responsibilities, shall be allowed to take time off from work without pay, use vacation or personal time to comply with the subpoena. Employees required to appear in court must present the subpoena to their supervisor as soon as possible.

The period of time that an employee is on witness duty unrelated to his or her Town responsibilities is not considered time worked for purposes of determining eligibility for overtime or eligibility for the Town’s benefits or time off plans. If a paid holiday falls during the time a full-time employee is on witness duty that is unrelated to Town responsibilities, the employee will be eligible for holiday pay, provided the employee either works or attends witness duty the work days immediately before and after the holiday.

Leaves of Absence (LOA)

Employees must request a leave of absence in writing for any time off greater than two weeks. Only employees who have been employed by the Town for at least 12 months are eligible to apply for a Leave of Absence. Approval for a Leave of Absence is at the discretion of the Town Manager. If you are a member of the U.S. Armed Forces Reserve or National Guard, you are granted a leave of absence when called for active or inactive duty training. The first 15 days of military leave is paid time; time beyond 15 days will be unpaid.

This time is granted in addition to earned vacation time and is unpaid leave. However, if you desire to use your vacation time for this purpose, you may voluntarily do so if you make a request in writing.

If you are inducted into a branch of the U.S. Armed Forces for an extended period, upon returning to the Town after separation from military service, you may be re-employed in accordance with applicable provisions of the law.

Termination during Leave

Employees may be terminated from LOA status for the following reasons:

- Failure to be present on the first day of work after the leave has expired.
- Falsification of documents or statements to gain LOA.
- Failure to provide certification of fitness for duty or of medical condition from a designated medical provider when requested.
- Reductions in force or layoff.
- Other reasons for dismissal unrelated to the request for leave.
**Flex Time/Alternative Work Schedules**

The Town may consider employee requests for alternative work schedules on a case-by-case basis. Approved alternative work schedules are subject to change with or without notice at the Town Manager's discretion. The Town's actions taken in one case should not be assumed to establish a precedent for other cases or requests.

When considering alternative schedules, the Town Manager will give primary consideration to the business needs of the Town. Other factors may also be considered such as an employee's length of service, past performance, and other factors in each individual case.
COMMUNICATIONS

Performance Review

The Town generally provides a performance evaluation at least once each year for employees. In addition, periodic performance reviews may be conducted at any time.

The purpose of a performance review is to discuss goal accomplishment, to produce feedback from the employee on his or her progress, and to discuss overall employee performance. Employees receive a copy of their performance review and may have the opportunity to make written comments on the performance review.

Problem Resolution

Any time a Town employee believes a Town policy has been violated, or that the employee has experienced unfair treatment, the employee is encouraged to discuss the problem with the supervisor or the individual responsible. If that is not possible, or if the employee believes that the problem has not been appropriately resolved, the employee should put the problem in writing, including the Town policy alleged to have been violated and the employee’s proposed resolution to the problem, and submit the information to the Town Manager. If the Town Manager is the perceived source of the problem, or if the employee is uncomfortable submitting the information to the Town Manager, the employee may submit the information to the Town Attorney.

The Town will not allow any form of retaliation against individuals who report problems. The complaint will be reviewed in good faith and issue a final decision. Your complaint will be kept as confidential as practicable.

If fraud is suspected please contact the confidential Town fraud hotline at www.FraudHotline.com or 1-855-FRAUD-HL. This service will allow an employee to remain anonymous.
SEPARATION

Voluntary

Resignation
The Town requests that employees provide at least 14 calendar days' notice before the effective date of resignation. The letter of resignation should identify the last day of work, the reason for leaving, and the name and address of the new employer, if applicable.

Involuntary

Dismissal
Decisions to terminate Town employees involuntarily shall be subject to the protections afforded to employees pursuant to Colorado and federal law.

Reference Information

No employee or official of the Town, other than the Town Manager or his or her designee, is authorized to release any information regarding a current or former employee of the Town without a waiver from the employee. If no waiver has been completed, then the Town will release only the employee's dates of employment, job title, and rate of pay.

If an employee wants other information regarding the Town employment to be available to possible future employers, the employee is encouraged to keep copies of performance evaluations or to request written references from the Town Manager before leaving employment.

Exit Procedure

On an employee's last day of work, the employee will meet with the Finance Department to complete necessary paperwork and to return the Town's property. Financial arrangements, including the final paycheck, cashing out any unused Vacation Time, and any payroll deductions, and medical coverage options may be reviewed. The employee may also discuss the reasons for leaving Town employment and make suggestions for improvement in the organization.

Upon an employee's departure if the Town is unable to collect Town property, including keys, credit cards, this Employee Handbook, phones, equipment, files, etc. the Town may deduct the replacement costs from the employee's final paycheck or take all action deemed appropriate to recover or replace Town property.

Does medical go to end of month? Or just to date of termination.
ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED __________. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

- THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.

- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. THE TOWN THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

- NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE TOWN MANAGER, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN MANAGER AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

________________________________________  ______________________________
EMPLOYEE NAME                                      DATE