



Town of Platteville Colorado

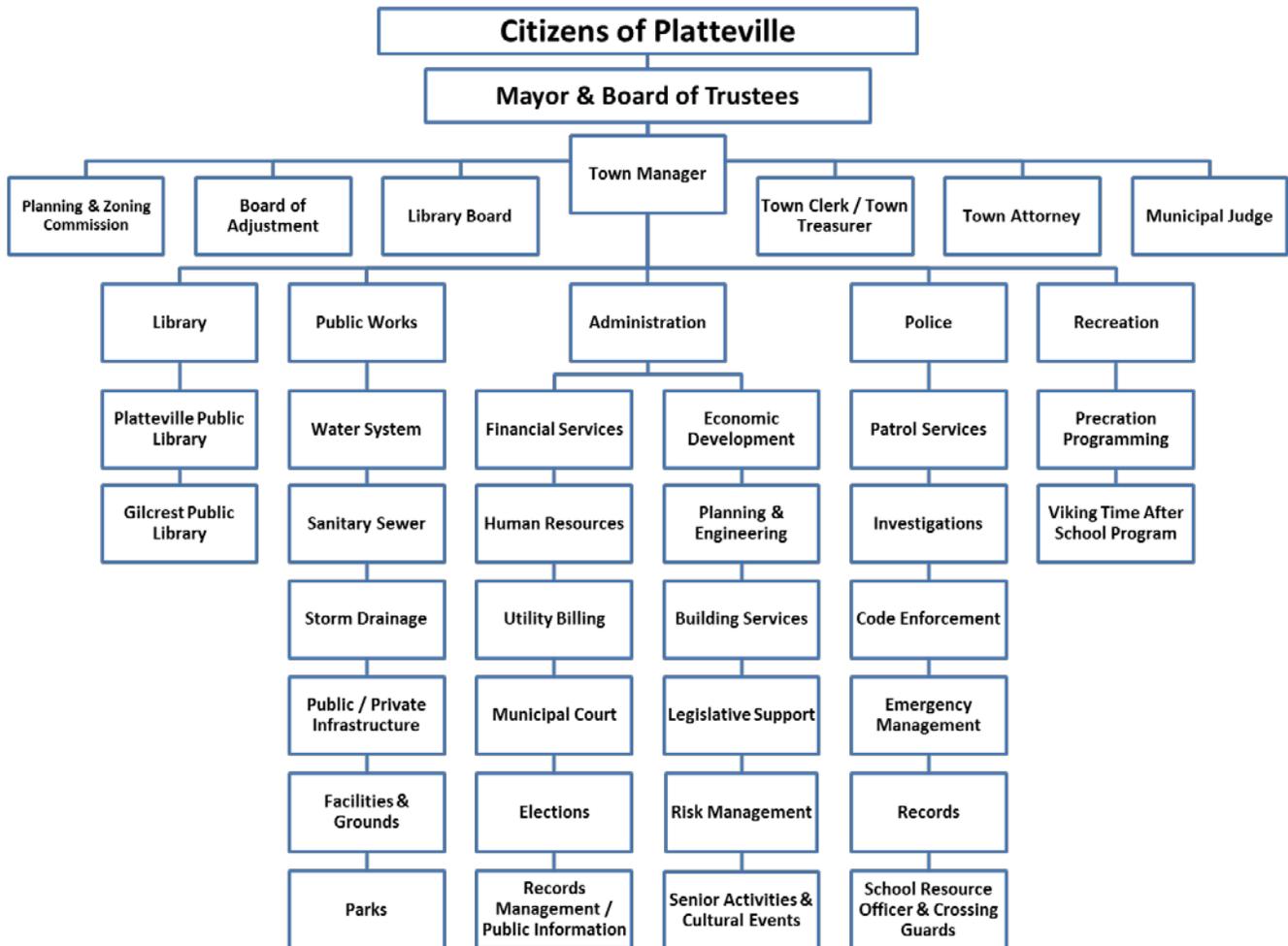
Employee Handbook Policies and Procedures

January 2017

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Town of Platteville Functional Organizational Chart



INTRODUCTION

Employment with the Town

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

Should you need assistance in the interpretation of a policy or procedure, please consult your Department Head promptly. In any event, good judgment, knowledge and adherence to the policies and procedures are each 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." This means that, just as you are free to resign at any time, the Town retains the right to terminate your employment at any time, and such termination may occur with or without cause and with or without notice.

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. By signing this Employment Handbook, you agree to the terms and conditions set forth herein, but understand that under no circumstances does acknowledgement of these policies and procedures form an employment contract between you and the Town.

The Board of Trustees may adopt, amend, or rescind the policies or procedures set forth herein at any time. Subsequent changes will supersede that which appears in this manual and will become effective upon the date of authorization by the Board of Trustees or an authorized designee.

COMPLIANCE

Equal Employment Opportunity

The Town fully supports Equal Employment Opportunity requirements under applicable state and federal laws. The Town provides an Equal Employment Opportunity to all employees, applicants, and candidates for employment without regard to race, color, sex, sexual orientation, genetic information, age, disability, religion, military status or national origin. Equal Employment Opportunity includes, but is not limited to, hiring, training, promotion, transfer, demotion and termination.

Harassment

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

Any employee who feels that he/she has been discriminated against or harassed based on race, color, sex, sexual orientation, genetic information, age, disability, religion, military status or national origin should, without fear of reprisal, contact their Supervisor or Department Head, or the Town Manager.

An employee should address these matters with the individuals above in the respective order shown, unless the situation warrants skipping a level of supervision (e.g., where an employee's complaint is against the supervisor). In the event the complaint is against the Town Manager, an employee may contact the Mayor or any member of the Board of Trustees.

All employees must report any harassment or illegal discrimination promptly upon occurrence, as untimely reporting may cause difficulties in the investigative process or ineffective or inefficient resolution of these matters. Untimely reporting under this policy may constitute a violation of the policy. Reports should be made in writing.

It is the Town's intent that all employees benefit from a safe work environment free from discrimination and harassment. Disrespect for or abuse of anyone's dignity through visual, physical, or verbal slurs of a sexual or intimidating nature through derogatory or other inappropriate conduct is unacceptable and may be subject to disciplinary action up to and including termination.

Harassment may take the form of verbal or physical conduct that disparages, threatens, or shows aversion to an individual because of a protected status. This form of harassment may exist if the conduct substantially interferes with an employee's work performance, creates an intimidating, hostile, or offensive work environment or atmosphere, or adversely affects an employee's employment or work opportunities.

The Town will, upon receipt of information that may not reflect support of its EEOC practices, promptly investigate the circumstances and if needed, take appropriate actions to eliminate any harassment or illegal discrimination. The employee 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 harassment or illegal discrimination, or a false accusation of harassment or illegal discrimination made in bad faith may result in disciplinary action up to and including termination of employment and/or legal action. All accusations of harassment or illegal discrimination must be made in good faith, the reporting individual must cooperate with any subsequent investigation of their complaint, and all information related to the employee's complaint must be fully disclosed. The Town will maintain confidentiality to the extent possible as provided by law.

If an employee feels he or she has been retaliated against based on making a complaint of harassment or illegal discrimination, or cooperation in an investigation of such conduct, the employee must report such retaliation immediately in the same manner as set forth above for a harassment or discrimination complaint.

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 the employee's responsibility to report any accident or injury on the job immediately regardless of severity.
- Failure by an employee to follow safety standards and related practices may result in immediate disciplinary action up to and including termination.

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 employment.

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 immediate discharge. The Town retains the right to identify conduct that may not be listed below as improper, to investigate situations and incidents that may be considered unacceptable or improper, and to treat the same as the subject of immediate discharge. Progressive discipline, while appropriate in some circumstances, is not required and an employee may be terminated at any time. Nothing contained herein alters the at-will employment status of Town employees.

- Theft or unauthorized removal from the premises of the Town property, another employee's property or the personal use of the same.
- Altering or falsifying Town records or reports.
- 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.
- Improper use of authority or position within the Town for personal profit or advantage.

- Entering false information on the employment application or other personnel records or failing to answer all questions fully and truthfully.
- Actions resulting in injury to individuals, or willful destruction of or damage to the Town's, a customer's, or an employee's property.
- Acceptance of any gift, fee, money, or other valuable consideration in connection with employment in violation of Amendment 41 of the State Constitution or other applicable law.
- Disregard or violation of safety, fire, or security standards and regulations. Failure to use prescribed safety practices with equipment, chemicals, and tools.
- Unauthorized disclosure of confidential Town information.
- Insubordination (refusal to follow reasonable supervisory instruction or perform assigned tasks).
- 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 and in the manner prescribed by said supervisor or senior management.
- 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.
- Use of profane, abusive, or threatening language or action toward fellow employees or supervisors.
- Discrimination, inappropriate behavior, or harassment based on race, color, sex, age, disability, religion, military status, national origin, sexual orientation or genetic information.
- Excessive absenteeism or tardiness.
- Neglect of duties or sleeping during scheduled work hours.
- Disregard for customer relations or rude or discourteous conduct toward a customer or citizen.
- 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.
- Incompetent or unsatisfactory work performance as defined within the given job duties and/or other standard duties and in accordance with the expectations of the Town.
- Conduct that would bring serious discredit to the Town, its employees, customers or suppliers.

- Failure to follow and abide by Town ordinances and regulations as an employee of the Town or a private citizen.
- Acts or omissions detrimental to the efficient operation of Town government.

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 or vape. Employees who use any type of tobacco product are asked to abide by 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 or vape in designated areas during work and lunch breaks. Use the area that is designated for smoking. Smoking, the use of any type of electronic vaporizing device, and the use of any product that can be used to deliver tobacco, nicotine or marijuana to the person inhaling from the device is not permitted within 15' of the front entrance of Town Hall.
- All general work areas of the Town as well as individual offices and Town vehicles are designated as tobacco-free, marijuana-free, and smoke and electronic vaporizing device-free areas.

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, Title 41, Chapter 81 of the United States Code (the "DFWA").

Compliance with the DFWA 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 organizational assets. Compliance with the DFWA is a condition of continued employment with the Town. This policy applies to all Town employees, contractors, and vendors. The Town expects all employees, contractors, and vendors to be in a suitable mental and physical condition while at work and during work-related functions so as to allow for safe and effective job performance.

Consistent with the DFWA, the Town will maintain a workplace free from the influence of controlled substances. For purposes of this Policy, marijuana shall be considered an illegal drug so long as it is classified as a Schedule I controlled substance pursuant to 21 U.S.C. § 812(c). 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.

A Town employee 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 termination. Any Town employee who comes to work under the influence of illegal drugs, even if he/she holds a medical marijuana card, may be subject to disciplinary action. Illegal drug use will not be tolerated in the workplace.

The employee shall also notify his/her Department Head of any criminal drug statute conviction no later than 5 days after such conviction. This conviction will be reported to the Human Resource Department, which will report the incident to the Town Manager. Failure to report such a conviction will subject the employee to termination.

The Town retains the right to offer employees convicted of a violation of a criminal drug statute the opportunity to participate 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.

Alcohol Abuse

The Town prohibits employees from reporting to work under the influence of alcohol and from consuming alcohol on its premises or within its vehicles during standard work hours by anyone employed by the Town. Further, the Town prohibits the consumption of alcohol during lunch break or any period when an employee may be off-premise during the standard work hours.

Testing Procedures

For purposes of this policy, the Town adopts the drug and alcohol limits established within Title 49, Part 382 of the Code of Federal Regulations, as adopted by the Federal Highway Administration. The Town uses the following types of testing to accomplish the objectives described herein.

- A. Pre-employment Testing. All prospective employees who have been presented with a conditional offer of employment with the Town are tested to determine the presence of drugs or alcohol in their system. The Town intends to test all prospective employees for the presence of drugs in accordance with the provisions of this Policy, and the laws and regulations referenced as a condition of hiring. The Town may test prospective employees for the presence of alcohol in accordance with the provisions of this Policy and the laws and regulations

referenced herein, unless such testing would violate the provisions of any applicable state or federal laws, in which case, testing shall not be performed. Pre-employment testing for any prospective employee is performed in accordance with 49 CFR § 382, et seq.

B. Employee Testing. The Town intends to test Town employees for the presence of drugs or alcohol in accordance with the provisions of this Policy. The following Town employees should expect to be tested:

- Employees under reasonable suspicion of having the presence of drugs or alcohol in their systems or employees who are subject to follow-up testing under the recommendations of a Substance Abuse Professional ("SAP"); or
- Employees whose regular and essential job duties include the regular operation of a Town vehicle or any mobile equipment under post-accident, or reasonable suspicion testing, or follow-up testing under the recommendations of a SAP; or
- Employees whose regular and essential job duties include the responsibility for the care of minors or persons who are incapacitated under post-accident, or reasonable suspicion testing, or follow-up testing under the recommendations of a SAP; or
- Employees who are required by law to maintain a Commercial Driver License under post-accident, or reasonable suspicion, random testing, or follow-up testing under the recommendations of a SAP; or
- Employees of the Police Department who are in a deputized job class or position, or who have on-duty access to contraband property or illegal drugs confiscated by a law enforcement official under post-accident, reasonable suspicion, random testing, and follow-up testing under the recommendations of a SAP; or
- Employees who currently seek to transfer into or be promoted into a job or to be trained for such a job that includes any of the above job duties.

C. Post-accident Testing. Post-accident testing is testing that is required following certain events such as vehicular accidents. Post-accident testing for any employee is performed in accordance with 49 CFR § 382.303. Any employee who tests positive for an illegal drug or its metabolite, or for alcohol, or for a controlled drug or its metabolite (that has not been prescribed for that employee) shall be subject to Town action as stated in the Policy. Any employee, who leaves the scene of an accident for any reason other than to comply with the instructions of a law enforcement officer or this post-accident testing policy, shall be subject to Town action as stated in this Policy. No drug or alcohol testing is conducted without the employee's consent. However, refusal or failure to provide a sample within the required time frames as requested by a supervisor for the Town shall be considered a positive test.

- D. Random Testing. Random testing is regularized periodic testing for all employees within a job title or group of job titles conducted in compliance with a statistically valid neutral selection process. Random testing (applicable to Commercial Drivers License employees, employees in safety sensitive positions, or certain Police Department employees only) must be done in accordance with 49 CFR § 382.305. In the event that more than one department is subject to random testing, CDL requirements state that selection on a random basis must be made separately for each group. The random drawing for each group shall be statistically controlled separately. In the event that a selected employee is on vacation, sick leave, or otherwise not at work, another random selection may be substituted or the first drawn employee may be tested when the employee returns to work.
- E. Reasonable Suspicion Testing. Reasonable suspicion testing for any employee is done in accordance with 49 CFR § 382.307. Those procedures require that reasonable suspicion testing is done only after a "trained observer" makes the determination that the on-duty behaviors and condition of an employee under all the circumstances present reasonable grounds to believe that the employee is currently impaired by possible substance abuse on the job and is reporting for duty unfit for the performance of his or her job duties. If the trained observer makes the recommendation to the employee's supervisor, then that supervisor has the authority to require that the employee submit to the reasonable suspicion testing in a timely manner. If the trained observer is actually that employee's supervisor, then that trained observer may require that the employee submit to the reasonable suspicion testing. For the purpose of this policy and procedure, a "trained observer" is one who has received training at the "Supervisor Level" under the CDL requirements at 49 CFR § 382.603. Only a trained observer may conduct reasonable suspicion observations and make a recommendation for reasonable suspicion testing on behalf of the Town. This training requirement ensures that the persons conducting a reasonable suspicion review are knowledgeable regarding the legal requirements for "reasonable suspicion" and for requiring testing only on that basis. A list of those persons trained and certified shall be available from the Town Manager.
- F. Follow-up (Post-accident) Testing. Post-accident testing is done in accordance with the recommendations of the SAP for any employee who is required to seek substance abuse treatment as a condition of continued employment. This testing and all treatment shall be monitored and certified. The recommendations of a SAP in a substance abuse treatment plan shall be required to be followed by an employee who has had a positive test under this policy. It shall be written in accordance with the regulations at 49 CFR § 382.311.
- Following any accident involving any Town-owned vehicle or piece of equipment or a privately-owned vehicle being used for Town business in which a citation for a moving violation is issued to either the driver of the Town associated vehicle or the other vehicle, if any, and the accident occurs within the Town, the driver of

the Town-associated vehicle must be tested for alcohol and drugs within 2 hours of the accident.

- Testing for accidents involving vehicles shall be at the site designated by the Board of Trustees.
 - Testing for accidents which occur after normal business hours for all vehicles or equipment shall be at a site designated by the Board of Trustees.
 - All testing shall be done by urinalysis or breath testing. Tests performed by any method for other purposes such as medical evaluation or diagnosis or law enforcement purposes may be considered under this policy.
 - All employees involved in a vehicle or equipment accident either within or outside of the Town shall notify their immediate supervisor, Department Head, or supervising elected official within 2 hours of the accident unless physically unable to do so. Supervisors, Department Heads or elected officials may be contacted at their homes after business hours until 9:00 p.m. If a supervisor, Department Head, or elected official cannot be contacted prior to 9:00 p.m., contact must be made the next morning after 7:00 a.m. and before 9:00 a.m. All instructions received from a supervisor after contact must be followed.
 - Any employee who tests positive for alcohol or an illegal drug or an illegal drug metabolite after an accident may be subject to disciplinary action, up to and including discharge, pursuant to this Policy. No testing shall be done without the employee's consent. However, failure to comply with the provisions of this policy is a violation of the employee's conditions of employment and may result in disciplinary action, up to and including discharge.
- G. Breathalyzer and urinalysis are used to determine the presence of drugs or alcohol in the system. The Town shall designate the collection site for specimens. The Town shall pay all costs of testing, including the cost of transportation to and from the testing site, and shall deem the time required away from regular duties to provide specimens, as work time for purposes of compensation and benefits.
- H. A positive test is any drug or alcohol test result that meets the stated regulatory requirements and is verified by a designated Medical Review Officer to show the probable presence of drugs or alcohol in the individual's system. At or shortly after the time of the test, an employee shall be given an opportunity to present documentation for prescription drugs or to identify any nonprescription drugs or substances that the employee may be taking. Prescriptions must be obtained on or before the date of the drug test. Adulterated and/or altered samples shall be considered a positive drug test and treated as such.

Violence-Free Workplace

The Town is committed to preventing workplace violence and to maintaining a safe work environment. Employees must not engage in intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage or any other act which in management's opinion is inappropriate in the workplace. In addition, harassing or offensive comments regarding violence or intimidation are not tolerated.

All threats of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, Department Head, or the Town Manager. This includes threats by employees, as well as threats by citizens, vendors, solicitors or other members 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 an immediate supervisor, Department Head, or the Town Manager. The employee should not place himself/herself in peril. If the employee sees or hears a commotion or disturbance near his/her workstation, do not try to intercede – seek assistance from a supervisor, Department Head, the Police Department, or the Town Manager, and, if appropriate, call 911.

The Town will promptly and thoroughly investigate all threats of violence, both direct and indirect, and 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, without pay, pending investigation.

Anyone found to be responsible for threats of violence, both direct and indirect, or any other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

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.

Matters in which other employees or clients have a reasonable expectation of privacy must not be discussed by Town employees 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 up to and including termination.

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

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 should participate 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.

POLICY STATEMENT:

During the 6-month evaluation, 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 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 does not 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 as the employee remains at-will at all times.

Employees with greater than one year of service participate in performance planning and evaluation processes that are conducted during the fourth quarter of the calendar year. This process uses the goals and measures established during the previous year of employment, 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 fiscal 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 not to grant pay 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 determined on a year-by-year basis, and shall not be viewed as the given standard from year to year.

Nothing contained herein alters the at-will nature of an employee's employment with the Town.

Problem Resolution

The Town encourages employees to resolve concerns, issues, or complaints promptly, in good faith, 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 establishes the following procedure of communications:

- The employee shall contact his/her immediate supervisor and schedule a time for discussing the matter at the time a conflict arises. Employees are encouraged to discuss issues openly and honestly so an opportunity for resolution occurs as soon as possible. However, all discussion must conform with the standards of professional courtesy expected by all Town employees.
- The Town expects an employee's immediate supervisor will be able to handle the majority of the matters that arise, will resolve them successfully and in most cases

within a two month period, and will prepare detailed, accurate documentation of the matter and its resolution.

- 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 will be scheduled with the next level supervisor, if available.
- Should the concern, issue or complaint be with an employee's immediate supervisor, the employee may discuss the matter with the Department Head or Town Manager
- 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 supervisor and the Town Manager shall be requested in writing.
- Should the matter involve the Town Manager directly, the employee may make a written request to the Mayor to discuss the matter with the Board of Trustees. The Mayor shall transmit the request to the Board of Trustees, who will decide whether to grant the request at their sole discretion.

The decisions resulting from the meeting with the Town Manager will be documented concerning the Town Manager's determination. Information about the issue or concern will be held in confidence to the extent possible. Employees should be aware that other employees may be provided information on a "need-to-know" basis only if the situation warrants. If the employee is unsatisfied with the Town Manager's determination, the employee may submit a written request to discuss the matter with the Board of Trustees, who will decide whether to grant the request at its sole discretion.

Performance Issues

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. Corrective action is not guaranteed, and termination without corrective action may occur if the Town determines it is warranted.

Verbal Counseling: The Supervisor and the employee discuss the issue/concern to clarify performance expectations or work requirements. These discussions are intended to improve work performance and may be initiated by either the employee or supervisor.

Verbal Advisory: The Supervisor and the employee discuss the issue/concern. These discussions will be documented, signed by the employee and made part of the employee's file.

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, 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 without pay. Any suspension involving the Town Manager would be at the discretion of the Board of Trustees.

Dismissal: The Department Head, with prior approval of the Town Manager, may terminate the employment of an employee.

The Department Head, with the prior approval of the Town Manager, may terminate an employee immediately, without performance counseling or other corrective action, if circumstances necessitate such action, as all employment at the Town is at will.

Employment with the Town

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 timely and cost effective manner. 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.
- **Police Officer Eligibility List:** Due to the additional time and expense required to employ and train police officers, the Police Chief may conduct bi-annual testing to establish an eligibility list of candidates that could be considered for employment vacancies. Eligibility lists shall only be valid for a six-month time period.
- **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 responsibilities
- Salary range, upper and lower
- Minimum requirements and qualifications
- The Town's Equal Employment Opportunity Statement
- Application procedures
- 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. An applicant may supplement the application form with a resume, but an application must be completed.

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, health evaluations, and physical examinations; Public Works testing such as commercial driver's license qualification and physical/strength examinations.
- Signing a waiver of liability releasing the Town from responsibility for injury or damage that could occur as a result of physical ability tests that are required for certain positions.

Interviews: Candidates for all full-time positions require selected applicants to 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 physical 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: Upon receipt of a conditional offer of employment, selected candidates for all positions within the Town are subject to background checks that include criminal history, driver's license status, and other security types of investigation. Additionally, a polygraph interview may be conducted as a part of the candidate background investigation.

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. The applicant must sign a waiver/release permitting such contacts.

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 presented by the applicant. Should a candidate accept an offer of employment and the Town subsequently discovers that employment was gained under false pretenses, 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 disclosure would be conducted in accordance with applicable laws and regulatory requirements.

New Employee Orientation: Prior to, or on the first day of employment, new Town employees shall report to the Town Clerk/Town Treasurer or 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 may take the steps necessary to attempt to ensure that no full-time or part-

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. Seasonal and temporary employees are exempt from the nepotism requirements.

POLICY STATEMENT:

The Town defines relatives as: 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 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;
- One would have access to the employer's confidential information, including payroll and personnel records; or
- 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 Town's EEOC commitment to employees, applicants, and the community.

Employment Period of Evaluation

The Town has established an evaluation period of at least 6 months for all newly hired employees. This time provides both the employee and the Town an opportunity to become acquainted and allows both to determine whether employment should continue. The evaluation period for police officers will begin upon successful completion of the Field Training Officer (FTO) Program. Each new employee, upon accepting a position with the Town, shall be advised of the parameters of the evaluation period.

POLICY STATEMENT:

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 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.

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.

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 employed with the understanding that the job requires a 40 hour work week from the first day worked, or those who have worked 40 hours per week for a continuous period of six months or 130 workdays. Should an employee who is classified as a regular part-time employee work 40 hours, on average, for more than six months or 130 continuous workdays, his/her work schedule may be reviewed for reclassification to regular full-time employment provided he/she has successfully completed the required Employment Period of Evaluation.

Part-time Employment: Regular part-time employees are those who work less than 40 hours per workweek. Part-time employees expected to work at least 30 hours per week are eligible for the same benefits as full-time employees. A part-time employee may occasionally work 40 hours per week based on the Town's needs. The part-time classification shall be maintained until the employee averages 40 hours or more per work week for a continuous period of six months or 130 workdays or more at which time the Town may review his/her work schedule for reclassification to regular full-time employment provided he/she has successfully completed the required Employment Period of Evaluation.

Temporary Employment: Temporary full-time employees are those who work for a defined period of time 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 Town Manager or Board of Trustees, as appropriate.

Separation: Any employee who has severed his/her employment or whose employment has been severed for any reason or no reason loses 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 requirement 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 overtime 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. Overtime will be compensated in accordance with the Fair Labor Standards Act.

Work Hours

The Town recognizes a standard workweek that begins at 12:01 a.m. on Saturday and ends at 12:00 Midnight on Friday 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. Should this occur, employees who are subject to the necessity and are classified as non-exempt will be given an equal opportunity to work overtime to meet desired results.

POLICY STATEMENT:

Full-time non-exempt employees have a workweek consisting of 40 hours within the 7-day period described above. This shall be the standard for all employees with the exception of those employed in public safety positions. The core hours schedule is from 8:00 a.m. to 4:30 p.m. during the work week as defined above. In some cases, employees may work a schedule consisting of up to 4 days of 10 hours or a combination of hours equaling 40 hours in a five day period, if approved by supervision, and if set office hours are covered, preferably by at least two employees.

Public Safety Schedules that recognize the around-the-clock coverage (24 hours, 7 days per work week) 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.

Public Works employees' core hour schedule is from 7:00 a.m. to 3:30 pm during the work week as defined above.

Part-time employment schedules will generally fall within a core hours schedule of 8:00 a.m. to 4:30 p.m. during the workweek defined above.

Work Breaks are allowed for each full-time employee during each standard work schedule in keeping the schedule(s) 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.

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

Outside Employment

In the interest of the employees' well being, 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 or 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 action, up to and including 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 or punctuality, regardless of reason, 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. Each supervisor may set requirements for the manner of notification.
- Absenteeism without notice for 1 day, unless circumstances prohibit notice, may result in disciplinary action. Absence for 3 days without notice will be considered a voluntary resignation. 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.

- **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 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

Employees of the Town are paid on a bi-weekly schedule with pay dates every two weeks. Paychecks are distributed every other Friday morning 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 pay check 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.

Live Checks are mailed on Thursday or will be available on Friday if not mailed.

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. Direct deposit funds are available on Friday.

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 a supervisor, Department Head or the Payroll Department. 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. Timesheets will be submitted to payroll by Monday noon prior to payday. Any reimbursements will be submitted at this time so they may be paid with payroll.

Overtime: 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 immediate supervisor or Department Head will authorize overtime by initialing the timesheet.

Separation of Employment

In the event an employee is dismissed or voluntarily resigns from the Town, the following outlines the steps that 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 voluntary termination 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 Board of Trustees. All employees subject to the reduction-in-force will be given two weeks' notice. During the layoff period of time, 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.

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.

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.

PROCEDURES:

- **Notice:** Voluntary employment separation, except abandonment and death, shall require written notice of the employee's intent to resign and the effective date. The employee is encouraged to submit 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, or dismissal. Copies of the separation notice(s) shall be submitted to the Town

Manager and to the Payroll Department 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 for Voluntary Separation:** Employees shall receive all compensation due upon separation at the standard payroll cycle in accordance with Federal and State guidelines. Any compensation due will be subject to regular payroll deductions and the deduction of any additional indebtedness to the Town. An employee shall be paid for any unused compensatory time along with the other compensation due the individual at departure.
- **Final Compensation for Involuntary Separation:** Employees shall receive all compensation due as of the day of termination, unless physically impossible, or within 6 hours after the payroll department opens in accordance with Federal and State guidelines. Any compensation due will be subject to regular payroll deductions and the deduction of any additional indebtedness to the Town. Compensation due to a an employee's death 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 their employment with the Town. Therefore, the Town may request, and the Town Manager or 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 Colorado Open Records Act relative to selected personnel information. Should it be asked to release information not specified in the Colorado 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.

A central file of records on all employees is maintained by the Town in accordance with the State's record retention schedule. 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 during normal business hours at the Town's main office with a Department Head or Town Manager present.

No portion of the file shall be duplicated by any person other than the Town Manager or designee, without the employee's consent. Any request other than the Town Manager's must be approved by the Town Manager.

Former employees of the Town may wish to use the Town as an employment reference. Should this occur, the Town will provide, in writing, the individual's hire date, position(s) held with the Town 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

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.

The Town retains the right to grant no increases for a given year, or 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 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.
- Employees who are nonexempt, and who are assigned to another position temporarily, may be awarded a Differential Pay Increase for the duration of the assignment.
- 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.
- If the employee is not entitled to benefits prior to the temporary assignment and differential pay, the employee will not be entitled to benefits during this assignment.

Overtime – 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, in writing, by an employee's Department Head or an appropriate member of management prior to working overtime hours, including determination of overtime or compensatory time status, except in the case of emergency.

POLICY STATEMENT:

- Approved overtime: Approved overtime at a rate of one and one-half times the regular hourly rate will be paid for all overtime hours worked over 40 hours per workweek by non-exempt employees in accordance with Federal laws.
- Compensatory time: Compensatory time (comp time) may be granted, upon request, to eligible non-exempt employees in place of overtime pay at the same rate (one hour worked equals one and one-half hours compensatory time). Employees are encouraged not to accumulate more than 80 hours and may be asked to use accrued but unused compensatory time before using vacation or sick leave. Upon

termination of employment, employees shall be compensated for any unused compensatory time.

- **Police:** Police personnel will be paid overtime for all hours worked beyond the 171-hour schedule as outlined in the Fair Labor Standards Act. The Police Department has chosen the 28-day, 171-hour schedule provided for Public Safety employees in the Fair Labor Standards Act. Overtime will be paid in the case where employees must maintain a presence around the clock, 365 days per year. Court overtime 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 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 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 other expenses are collected by the employee and turned into the Town.
- **Public Works Positions:** Public Works positions responsible for Water/Wastewater 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 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. If full exchange cannot be accomplished, the employee may accrue the compensatory time or receive overtime pay.
- **Call-Out Time:** Call-out time will be provided for all non-exempt personnel who are requested to respond to service or emergency requests outside of the normal scheduled workday. For any call out hours, time will be paid at time and one-half.
- **Overtime Approval:** 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. This guideline will apply based on the Department Head or Town Manager's administration of budgetary constraints at the time of approval. The Town Manager or designee will review time reports bi-monthly for unusual or special circumstances.

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 employees expected to work 30 hours or more per week are eligible for participation in the Employee Benefits programs that includes health care and life insurance. At the beginning of the month following the date of hire, an employee is eligible for retirement benefits.

Annually, the 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 the Department Head or the Town Clerk/Town Treasurer.

In addition to the benefits adopted annually by resolution of the Board of Trustees, the Workers' Compensation Act requires that all employers provide employees with coverage for health care resulting from injury or accident while 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 4 working days. Failure to report an accident within the required time frame may result in delayed, reduced, or denied coverage of benefits provided by the Workers' Compensation Insurance carrier.

Injured workers are required to seek medical attention from one of four designated medical providers:

- Champs, 1900 16th St, Greeley, CO;
- Urgent Care at Greeley Medical Clinic, 1900 16th St, Greeley, CO;
- Urgent Care West of Greeley, 2001 71st Ave, Greeley, CO; or
- UC Health Carbon Valley Health Center, 11083 Colorado Blvd., Firestone, CO.

If the injury requires immediate medical attention outside of normal business hours, the employee should seek treatment from the nearest medical facility. Follow-up treatment should be received from one of the designated medical providers. In cases of emergency, call 911.

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 with light duty restrictions or release to full duty must be given to the Department Head or 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 Town Clerk/Town Treasurer.

Any employee on Injury/Accident Leave who is receiving Workers Compensation indemnity benefits in accordance with the provisions of the Workers' Compensation Insurance Plan of the Town shall continue receiving Town benefits, but shall not continue to accrue additional paid time off while on leave.

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 off work as a result of a work-related injury shall update the Workers' Comp coordinator and his/her Department Head 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 Town Clerk/Town Treasurer. Workers' Comp hours will be compensated when documentation is submitted with the time sheet substantiating the leave time. Workers' Comp hours will be listed on the time sheet as leave hours.

Return-to-Work Policy

The Town has adopted a return-to-work policy to use eligible injured workers in a productive way while they are recovering from a work-related injury. The Town will try to offer temporary modified duty, where practical, to workers who are unable to return to their regular jobs due to medical restrictions resulting from a work related injury. The goal is to provide productive work and to return the injured worker to his/her regular job.

The return-to-work coordinator is responsible for coordination the return-to-work-program. All work-related injuries must be reported immediately to your supervisor, who notifies the coordinator.

If the Town decides to offer modified duty, the coordinator will send the proposed modified duty tasks and job description to the designated medical provider for approval. After approval by the designated medical provider, you will be informed of the temporary modified duty position. The coordinator will work with the employee's supervisor to ensure all restrictions are being followed.

Modified duty assignments are temporary and transitional in nature. The employee, supervisor, the return-to-work coordinator and other relevant staff will review modified

duty assignments at least monthly to address continuing work duties and overall performance.

Paid Time Off

The Town provides its regular full-time employees with paid time off during the year to take vacation 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. No paid time off will accrue while an employee is on any type of leave.

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 one 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.

- Attempt to schedule medical and/or personal business after work hours or on Saturdays. Many providers of these services have these hours available specifically for the working individual.
- 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.
- 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.

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

Sick Leave

All regular employees expected to work 30 hours or more per week are eligible for paid time off for health care or illness reasons after 30 calendar working days of continuous service has been achieved.

- For full-time employees, health or illness time off is earned at a rate of one-half working day or 4 work hours per bi-weekly pay period or 13 8-hour working days per year, which will be accrued up to 30 days or 240 hours.
- For part-time employees expected to work 30 or more hours per week, health or illness time off is earned at a rate of 3 work hours per bi-weekly pay period or 13 6-hour working days per year, which will be accrued up to 30 days or 180 hours. Once the 30-day maximum is achieved, an employee cannot hold additional hours over from year to year.

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.

Accrued sick leave is not payable upon separation from employment.

Vacation

All regular employees expected to work 30 hours or more per week begin accruing vacation on the first day of employment and are eligible to take accrued vacation after completion of one month or 30 days of continuous service. Vacation shall accrue based on the employee's anniversary date of hire in accordance with the following schedule:

For regular full-time employees (40 hours per week employees; assumes 8-hour work day):

Length of Service	Vacation Days
0-2 Years	10 work days, or 80 hours, accrued at 0.833 days per month or 3.08 hours per bi-weekly pay period
3-5 Years	12 work days, or 96 hours, accrued at 1.0 days per month or 3.69 hours per bi-weekly pay period
6-14 Years	15 work days, or 120 hours, accrued at 1.25 days per month or 4.62 hours per bi-

	weekly pay period
15-19 Years	18 work days, or 144 hours, accrued at 1.50 days per month or 5.54 hours per bi-weekly pay period
20+ Years	21 work days, or 168 hours, accrued at 1.75 days per month or 6.46 hours per bi-weekly pay period

For 30 hours or more per week part-time employees (assumes 6-hour work day):

Length of Service	Vacation Days
0-2 Years	10 work days, or 60 hours, accrued at 0.77 days per month or 2.31 hours per bi-weekly pay period
3-5 Years	12 work days, or 72 hours, accrued at 0.92 days per month or 2.77 hours per bi-weekly pay period
6-14 Years	15 work days, or 90 hours, accrued at 1.15 days per month or 3.46 hours per bi-weekly pay period
15-19 Years	18 work days, or 108 hours, accrued at 1.38 days per month or 4.15 hours per bi-weekly pay period
20+ Years	21 work days, or 126 hours, accrued at 1.62 days per month or 4.85 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 2 years and 1 day they will be eligible to accrue vacation at the rate of 3.69 hours per pay period.

The maximum amount of vacation time that employees may accrue is 200 hours. Any vacation time that is accrued beyond this limit will be forfeited. It is the employee's responsibility to monitor vacation accrual limits.

Employees will be compensated at their current rate of pay for any unused vacation time up to their maximum accrual amount upon separation of employment.

Should a Town holiday fall during an employee's scheduled vacation, holiday pay may be used for the Town holiday day(s).

If the Town requests that 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.

Bereavement Leave

Leave of absence with pay may be granted by the Department Head for 3 days should a member of an employee's immediate family pass away. An additional 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. For purposes of this policy, immediate family includes 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. The employee will be expected to return to work if released by noon from court duty.

- 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 2 hours 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.

- Any 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.
- Any full time regular employee will be advised of the duration of the administrative leave or of the approximate timing for the next discussion/meeting with a Town representative.

Inactive Employment Status

The Town recognizes that employees may from time to time be required to or 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

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 in accordance with applicable federal and state laws.

POLICY STATEMENT:

Subject to applicable federal and state law, a paid leave of absence of a maximum of 15 calendar days (120 hours of regularly scheduled work time) per calendar 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 or monthly weekend duty that conflicts with an employee's work schedule. A copy of military orders to report for duty must be presented to the supervisor or Department Head. Paid leave will be granted only for those days an employee is actually absent from work. An employee will not be eligible for paid leave for those days that the employee would not otherwise be at work if not for his or her military service. Normally, employees will be able to schedule their monthly duty so that they can take it on their regular days.

An employee will not be entitled to such paid leave if he or she does not perform said military service satisfactorily. Any employee will also not be entitled to such paid leave unless the employee returns to his or her position immediately upon being relieved from military service, as set forth in state and federal law.

Employees who enter the military service by draft or reserve call-up shall also be granted a leave of absence with pay for that purpose not to exceed 15 days as set forth above, after receipt of official notice.

Military compensation is retained by the employee.

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

Any questions an employee has regarding USERRA or other policies stated herein should be directed to the Department Head or Town Manager promptly.

Family and Medical Leave

In 1993, Congress enacted the Family and Medical Leave Act (FMLA). While the FMLA applies to public employers, the public employer must employ at least 50 employees in order for the employee to be eligible for FMLA leave. Because the Town does not currently employ at least 50 employees, no Town employee is eligible for FMLA leave.

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.

Leaves will be approved by the Town Manager considering 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.

Holidays

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 8 hours of pay, and regular part-time employees expected to work 30 hours or more per week shall receive 6 hours of pay, for each of the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- Day after Christmas Day or day before Christmas Day

In addition, each regular employee is entitled to one floating holiday, effective January 1st which may be taken with prior approval of his/her Department Head.

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 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 one and one-half times 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.

Police Officers will receive all of the authorized 88 hours effective January 1st which may be taken with prior approval of the Police Chief in accordance with the time off standards of the Police department rather than societal standards. Each Police Officer will accrue a credit of 8 hours for each holiday observed in November and December as it occurs. Should time off taken exceed that which has been earned by a Police Officer who is severing his/her employment, the difference between actual hours and used hours will be reconciled by deducting holiday credit hours used in excess of earned hours from the hours worked payment due on a one-to-one ratio. Police Officers are allowed to carry over 24 hours of holiday pay, which must be used within the first 3 months of the following year; provided that the Police Chief may approve the carry-over of additional hours of holiday pay for a longer period of time due to extenuating circumstances, not to exceed 12 months.

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 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 to two 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; financial policies and guidelines, legal issues associated with employee management, and other human relations and communication skills.
- **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 an approved destination of 50 miles (+/-) as approved by the Department Head. Reimbursement of incurred expenses will be within the per diem rate guidelines of U.S. General Services Administration.

- The normal schedule of work hours is defined as beginning when the employee leaves his/her lodging and goes directly to a mandatory 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 mandatory training program will be paid if it is outside the normal schedule of work hours defined above.
- Cost of Training: The Town and each employee receiving training shall execute an agreement that provides that, if the Town pays for training, and the employee leaves prior to one year of continuous employment, the Town may seek reimbursement from the employee for a proportionate share of costs incurred by the Town in providing training to that employee; provided that the employee's proportionate share shall be calculated by prorating the total cost of training based upon the number of months of service, rounded to the nearest full month. For instance, if the employee leaves after 3 months of service, the employee will reimburse the Town for 75% of the training costs. This reimbursement provision shall not apply where the employee leaves Town employment due to a disability.

Reimbursable Expenses

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 within the per diem rate guidelines of the U.S. General Services Administration if any of the following three conditions are satisfied:

- The expense is an ordinary, reasonable, and necessary travel expense.
- The expense is incurred while away from the employee's primary area of assignment or requires overnight lodging.
- The expense is incurred while the employee is attending a seminar, conference, or other meeting to benefit the Town.

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.

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

Request for reimbursement of out-of-pocket expenses are to be submitted to the employee's Supervisor or Department Head on the appropriate reimbursement form showing itemized expenditures, substantiating receipts. Expense reimbursements will be made with the next payroll period.

Job-Related Expenses

- Uniforms and apparel: These are paid for by the Town and approved annually as part of the budget process.
- Gloves: All employees required to wear gloves at work will be provided with Town-approved gloves upon beginning employment. These gloves are considered Town property and must be returned upon termination. Gloves shall be kept at the workplace and worn as circumstances and safety guidelines dictate.
- Safety Shoes: All employees required to wear safety shoes in their jobs will be provided with a \$100 allowance upon employment. An additional \$100 allowance will be available each year on their anniversary date of employment.

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 qualification, 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.

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.
- 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.
- Should an accident involving an employee driving a Town vehicle occur in Town limits, final investigation should be conducted or reviewed by an outside agency.
- Employees shall not operate a Town vehicle at any time when impaired by drugs or alcohol. Within 2 hours following an accident, an employee will be required to submit to tests for drugs and alcohol.
- 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. Pets are not to be transported in Town vehicles.
- Unless otherwise authorized by an immediate supervisor, Town vehicles shall only be used to transport passengers who are Town employees or individuals engaged in official business with Town employees. In the event of an accident, an employee who is transporting a passenger that is not a Town employee shall reimburse the Town for any personal injury protection insurance coverage for such passenger.
- Employees and their passengers, if any, shall use seatbelts while operating the vehicle.
- Employees are responsible for locking and securing the vehicle. Town vehicles shall not be left running when unattended. Employees who operate Town vehicles are responsible for ensuring current insurance and registration papers are on-board.
- Employees shall report any defects or maintenance problems immediately to management.
- If 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 the per diem rate guidelines of U.S. General Services Administration.

Take-home Vehicles

The Town may assign certain employees take-home vehicles. Take-home vehicles shall only be used for official business and to allow employees to respond to Town-related business outside their regular work hours. Take-home vehicles shall not be used for personal purposes, other than commuting. In addition to the above policies, the following additional policies shall apply to take-home vehicles:

- The employee shall maintain the following records for the take-home vehicle: commuting and work-related mileage; and the date, time, and nature of emergency calls responded to after normal work hours, if any.
- Operation of a take-home vehicle to commute between an employee's personal residence and regular place of work is taxable income to the employee unless the vehicle is a qualified non-personal use vehicle under IRS regulations. If the vehicle is not a qualified non-personal use vehicle, the employee shall reimburse the Town through a payroll deduction using the commuting rule or the annual lease value will be estimated and added to his/her gross income.
- An employee must report any ticket received in a take-home vehicle (moving violation, DUI/DWI, unsafe vehicle condition, etc.) to his/her Supervisor no later than the next working day. Employees are responsible for any citations resulting from violations of traffic laws or parking regulations.

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:

- Removal of the Town's supplies, tools, or equipment from the Town premises shall not be allowed unless it is authorized as 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.
- Certain equipment items, including tables, coolers and tents, may be checked out by employees for personal use with prior authorization of the Town Manager. Damaged or lost items shall be repaired or replaced at the employee's expense to the satisfaction of the Town Manager.
- 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.

Mobile Phones/Pagers

This policy is to ensure proper use and mobile phones and/or pagers either owned by the Town and issued to an employee or personally owned by an employee and used for Town business. The Town provides designated employees mobile phones and/or pagers based upon the employee's duties, responsibilities and job expectations.

- Employees who are expected to use mobile phones for Town business and who choose to use their personal mobile phones will be offered a monthly stipend for such use in lieu of receiving a Town-owned mobile phone. The stipend is currently \$40.00 per month (after taxes) and may be modified by the Board of Trustees. Employees must pay for all additional costs, and understand and acknowledge that the monthly stipend is the only financial obligation of the Town for personal mobile phone use for Town business.
- Employees who use either Town-owned or personal mobile phones during regular work hours shall do so in such a manner as to not interfere with overall job performance.
- Use of personal mobile phones for personal use will be monitored by the employee's Department Head or supervisor. Emergency or urgent personal calls may be necessary during work hours but should be limited if possible.
- Town-owned mobile phones and pagers may only be ordered through the Finance Department upon approval of the Department Head.
- Employees shall not use Town-owned mobile phones for personal use, except in emergencies. If an employee experiences a personal emergency that requires personal use of the Equipment, the employee must report this use to his or her supervisor. The employee shall be responsible for any charges resulting from personal use.
- Employees shall not use directory assistance services (411-calls) on Town-owned mobile phones for business or personal use.
- Employees in possession of Town-owned mobile phones or pagers shall reasonably protect the equipment from loss, damage or theft. If the equipment is lost, damaged or stolen, the employee shall explain the circumstances to the employee's Department Head during the next working day and the Department Head will decide if such a situation was accidental or preventable. If the Department Head determines that the loss or damage was preventable, the employee will be responsible for replacement or repair of the equipment during the next pay period. If the Department Head determines that the loss or damage was accidental and not a direct result of improper care or neglect of the employee, the Town will replace or repair the equipment at the Town's expense.

- Employees shall not use mobile phones while operating any Town vehicle or machinery of any kind unless in compliance with state and federal law. Public Safety officers are exempt from this requirement when acting in their official capacity responding to an emergency or other calls for service. In the case of an incoming call to the mobile phone while operating a vehicle, the employee should safely pull off the roadway and come to a complete stop before accepting the call or allow voice mail or a passenger to accept the call. Safety must come before all other concerns. Drivers are prohibited from texting, emailing, reviewing messages or otherwise manipulating a mobile phone while driving.
- Employees holding a commercial driver's license (CDL) shall be subject to applicable requirements of the U.S. Department of Transportation Federal Motor Carrier Safety Administration regulations concerning the use of hand held mobile phones.
- Employees who are charged with traffic violations resulting from the use of mobile phones while driving will be solely responsible for all associated liabilities.

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 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 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 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 and occasional use of this resource during break or at lunch for personal purposes is permitted as long as it does not interfere in any way with the conduct of Town business nor 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 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 record 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 or Department Head.
- 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 nor with fulfilling one's job responsibilities.

Community Relations

The Town organization is regarded as a model in the community. It is each employee's responsibility to ensure that Citizens' and other entities' concerns are addressed in such a manner that issues are resolved efficiently, effectively, courteously, timely, and in a 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 conducting him or herself 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; or
- 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 will be asked to resign his/her position with the Town if the elected office has any dealing whatsoever with the 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.

Human Resources Policy Administration

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

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 Board of Trustees 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. If a conflict between procedures does arise, the procedures contained herein govern.

POLICY ANNOUNCEMENT

Policy changes (including rescinding old policies that no longer apply and adopting new policies) shall normally be announced at least 10 working days prior to the action to allow employees to become familiar with change before the effective date. These changes will be dated and will be distributed to each employee. Each employee will acknowledge receipt and acceptance of the changes and the changes will become part of this Handbook.

Employee Acknowledgment

I acknowledge that I have received a copy of the Town of Platteville Employee Handbook. I understand that the information contained in this Handbook 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 Handbook and that I will seek verification or clarification where necessary from my Department Head or the Town Manager in a timely fashion.

I understand that the information contained in the Handbook 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 Handbook 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). Just as I may leave my employment at any time, the Town may terminate my employment, with or without prior notice, for any reason or no reason at all.

Employee's Name (Printed)

Employee's Signature

Date

Town Manager's Signature

Date

NOTE: This form becomes a permanent part of an employee's personnel file.