



## Employee Policy and Procedure Manual

**This document is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the employer and the employee. Additionally, this document is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Alpine retains the absolute right to terminate any employee at any time, with or without good cause. The Town of Alpine retains the right to change the contents of this document as it deems necessary, in accordance with applicable law.**

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This manual replaces all previous manuals and supersedes all earlier oral or written materials about The Town of Alpine policies and procedures. The Town of Alpine reserves the right to changes, add, or delete benefits and policies as necessary.

## **Introduction**

The Town of Alpine Policy and Procedure Manual describes important information about this entity. I understand that I should consult with the mayor regarding any questions not answered in the Manual.

Since the information, policies, procedures, and benefits described in the Manual are subject to change, I acknowledge that revisions may occur, and I understand that such revisions may supersede, modify or eliminate existing policies. I further understand and agree that I will be bound by any such revisions during the term of my employment with the Town of Alpine. I further understand that any revisions or exceptions to the information in this manual will be in writing and approved by the Council of the Town of Alpine.

The rules, policies, procedures and benefits described in this manual supersede the terms of any previous rules, policies, procedures and benefits.

### **At-Will Employment Statement**

Your employment with The Town of Alpine is a voluntary one and is subject to termination by you or The Town of Alpine at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of The Town of Alpine employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Town of Alpine.

These personnel policies are not intended to be a contract of employment or a legal document.

I acknowledge that I have read the Town of Alpine Policy and Procedure Manual and understand my rights and responsibilities as an employee of the Town of Alpine as outlined therein. Further, I specifically agree to abide by the policies as set forth in the Policy and Procedure Manual.

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Employee Name (Printed)

Date

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Employee Signature

Date

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# **Confidential Information & Conflict of Interest**

## **Confidentiality**

It is the policy of the Town of Alpine that employees of the Town of Alpine may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Town of Alpine to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Town of Alpine has authorized disclosure.

Employees shall use confidential information solely for the purpose of performing services as an employee for the Town of Alpine. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

Upon the termination of an employee's, volunteer's or contractor's relationship with the Town of Alpine, he or she shall return, at the request of the Town of Alpine, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

## **Conflict of Interest**

No employee may engage in any activity or enterprise which conflicts with his/her duties as an employee of the Town of Alpine or with the duties, functions, and responsibilities of the department in which he/she is employed.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the governing body. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

# **Anti-discrimination & Harassment**

## **Equal Opportunity Policy**

The Town of Alpine provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawful discrimination on any prohibited basis. The Town of Alpine will make reasonable accommodations for disabled employees and prohibits discrimination based on disability in accordance with the Americans with Disability Act of 1990.

It is also the Town of Alpine's policy to comply with all applicable laws prohibiting discrimination in employment. This includes Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the American with Disabilities Act of 1990, and any other applicable federal, state, and local statutory provisions.

## **Policy Prohibiting Harassment and Discrimination**

The Town of Alpine strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment.

## **Prohibited Behavior**

The Town of Alpine does not and will not tolerate any type of harassment of our employees or applicants for employment. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to epithets, derogatory comments, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, nation origin, age, disability, marital status, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or

- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, prohibited behavior includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objectives or pictures including cartoons and vulgar email messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

## **Harassment by Non-employees**

The Town of Alpine will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

Complaint procedure and Investigation:

An employee may select the procedure under which the harassment complaint will be filed. The varieties of ways which allow an employee to file such a complaint are due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or you believe it would be inappropriate to contact the person, contact the mayor immediately or an elected official.

The Town of Alpine will conduct a prompt investigation with as much confidentiality as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the Town of Alpine in enforcing the policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise the mayor.

Any employee that files a false complaint will be subject to appropriate disciplinary action up to and including termination.

Anyone found to have been engaging in such wrongful behavior will be subject to appropriate discipline, up to and including termination.

## **Prohibition against Retaliation**

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.



# Employment Relationship

## Employee Privacy

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

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

**Video surveillance.** As part of its security measures and to help ensure a safe workplace, The Town of Alpine may position video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Videotapes will not include an audio component.

## Privacy—Social Security Numbers

### Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

**Purpose.** This policy and procedure explains The Town of Alpine's general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

**Policy.** It is The Town of Alpine's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

**Procedure.** Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting

purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company's employee benefit plans.

**Retention and access to Social Security numbers.** All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

**Unauthorized use/disclosure of Social Security numbers.** Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

## Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, The Town of Alpine classifies its employees as shown below. The Town of Alpine may review or change employee classifications at any time.

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

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

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

**Regular, part time.** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees may be eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

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

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

## **Workweek and Hours of Work**

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Office hours are Monday – Thursday 9:00 a.m. to 5:00 p.m. and Friday 9:00 a.m. to 12:00 p.m., with a 30-minute lunch break. Individual work schedules may vary depending on the needs of each department.

## **Meal and Rest Breaks**

Employees are entitled to a 30-minute unpaid meal break each day. Any nonexempt employee who finds it necessary to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be coordinated by the department supervisor. Rest breaks cannot be combined. Rest breaks cannot be utilized to leave early.

## **Time Records**

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular, and overtime pay. At the end of each week, you and your supervisor must sign the time sheet attesting to its correctness before forwarding it to the Mayor's Office for approval.

## **Overtime**

When required due to the needs of the business, you may be asked to work overtime. Overtime is hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or the Mayor.

## **Deductions from Pay/Safe Harbor Exempt Employees**

The Town of Alpine does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for 1 or more full days for personal reasons other than sickness or disability;
- Absence from work for 1 or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; *and*

- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the Treasurer's Office. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

## **Paychecks**

The Town of Alpine's pays its employees bi-weekly on the Friday following the end of the pay period. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts.

## **Access to Personnel Files**

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

## **Employment of Relatives and Domestic Partners**

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

## Voluntary Separation from Employment

In all cases of voluntary resignation (one initiated by the employee); employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, the Town Council Personnel Liaison - Personnel Director will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay, which will include payment of accrued vacation not to exceed 160 hours. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

## Public Works Department Uniform Policy

The purpose of this policy is to encourage all employees within the Public Works Department to wear a uniform while on duty to support a professional appearance, enhance safety, and promote team cohesion.

### 1. **Uniform Recommendation:**

All employees in the Public Works Department **should** wear the designated uniform during their scheduled work hours. Wearing the uniform in a clean, presentable, and professional manner is strongly encouraged.

### 2. **Uniform Components:**

The recommended uniform may consist of, but is not limited to:

- Department-issued shirts or jackets (reflective or high-visibility as appropriate)
- Safety gear (hard hats, gloves, etc., as needed for specific tasks)
- Pants or shorts as designated by the department
- Closed-toe, durable footwear

Additional items may be suggested depending on the specific duties of the employee.

### 3. **Safety Considerations:**

Uniforms should meet all safety guidelines related to visibility, durability, and functionality for specific tasks. Employees are encouraged to wear uniforms that are in good condition and free from any defects that may affect safety or performance.

### 4. **Responsibility:**

Employees are responsible for maintaining their uniforms in good condition. The department will provide each employee with an initial uniform set and may provide replacements as needed.

### 5. **Non-Compliance:**

While uniform use is not mandatory, failure to wear appropriate clothing that meets safety standards or reflects professional expectations may result in guidance or corrective conversation to ensure workplace standards are met.

## **Conduct Standards**

### **The Town of Alpine Equipment and Vehicles**

When using the Town of Alpine property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify the mayor if any equipment machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have any questions about the maintenance and care of any workplace equipment, ask the mayor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to the Town of Alpine resulting from such use.

#### **Seat Belts**

Drivers and passengers of Town of Alpine owned vehicles, equipment, or personal vehicles being used for official Town of Alpine business purposes, are required to have seat belts on and fastened whenever the vehicle or equipment is in motion. The Town of Alpine prohibits non-employees from being allowed in town owned vehicles or equipment. Personal use of Town of Alpine owned vehicles or equipment is strictly prohibited.

### **Computer, Email and Internet Usage**

The Town of Alpine recognizes that use of the Internet has many benefits for the Town of Alpine and its employees. The Internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately.

### **Drug and Alcohol Policy**

The Town of Alpine strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our entity.

Employees are prohibited from using or being under the influence of alcohol while performing company business for the Town of Alpine, while operating a motor vehicle or any machinery in the course of business or for any job-related purpose, or while on company premise or a worksite.

Employees of the Town of Alpine are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite.

You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in any town facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

## **Searches**

The Town of Alpine may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

## **Drug Testing**

The Town of Alpine retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. The Town of Alpine may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol, any incident causing damage to town equipment or vehicles or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

## **Smoking Policy**

Smoking is prohibited inside the Town of Alpine facilities, although the Town of Alpine may designate a smoking area if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts. No smoking is allowed in the Town of Alpine vehicles or equipment.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

# **General Employment**

## **Employee Records**

The town shall maintain in the town clerk's office one personnel file on each Town of Alpine employee.

It is the employee's responsibility to notify the clerk of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for your application, in your personnel file, or any other documents is sufficient reason for dismissal. Personnel records are the property of the Town of Alpine. Employees may review their files under supervision.

## **Job Postings & Promotions**

The Town of Alpine has a job posting program to inform employees of available staff positions. Job vacancies will be filled whenever possible by promoting qualified employees from within the Town of Alpine

To apply for a posted position, an employee must:

- Have completed any mandatory introductory period at a satisfactory performance level;
- Meet the minimum requirements for the position; and
- Have not received written reprimand within the past 90 days; employees who have a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the clerk indicating interest in the position. Qualified employees must inform the mayor that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

The Town of Alpine has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

## **Reference/Background Checks**

The Town of Alpine conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, up to and including termination. Applicants who have provided false information may be eliminated from further consideration for employment.



## **Termination, Resignation and Discharge**

Unless expressly prescribed by statute or contract, employment with the Town of Alpine is on an “at will” basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time an employee elects to resign his or her employment with the Town of Alpine, at least two weeks notice, while not necessary, would be appreciated.

Any employee who is discharged by the Town of Alpine shall be paid only wages accrued to the effective date of the separation and all vacation time that has been accrued up to but not to exceed 160 hours.

## **Safety and Emergency**

### **Safety and Accident Reporting**

The Town of Alpine is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to the mayor. If the nature of your accident is such that you are unable to contact the mayor immediately, you must do so at the earliest possible time available to you. Seek help from outside emergency response agencies, if needed. An accident form must also be filled out by you. The accident form is available in the *Town of Alpine Accident Prevention and Safety Manual*.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the town clerk.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report all illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from the clerk.

### **Security**

The Town of Alpine is committed to ensuring employees' security. If you have a security concern, contact the mayor.

## **Employee Benefits**

### **Cobra**

If an employee leaves their position with the Town of Alpine and has had insurance through the Town of Alpine, the employee may be eligible for COBRA (Continuation Health Insurance Coverage). This will be the responsibility of the employee to arrange with the Town of Alpine and the insurance company.

### **Life Insurance**

With the employee health insurance there is also a life insurance rider. Every eligible employee that has health insurance will also have life insurance.

### **Medical Insurance**

The Town of Alpine may provide employee and family coverage in group medical including dental insurance to all eligible employees. There is an 80/20 split with the employees paying 20% and the town paying 80% of the cost. This will automatically be taken out of your paycheck each pay period as a payroll deduction. All employees carried on leave without pay status, must bear the full cost of all benefits, thirty (30) calendar days after going on leave without pay status. Full time employees must apply for medical insurance coverage within sixty (60) days of his or her hire date to comply with the Patient Protection and Affordable Care Act.

### **Voluntary Short-Term Disability Insurance**

The Town of Alpine offers voluntary short-term disability (STD) insurance to eligible full-time employees. This benefit provides partial income replacement in the event of a non-work-related illness or injury that prevents the employee from working. Benefits begin after a 7-calendar-day waiting period and provide 60% of the employee's base weekly earnings, with a maximum duration of 13 weeks per qualifying incident. Full policy terms, including limitations and conditions, are defined by the insurance provider.

There is an 80/20 premium split, with the Town paying 80% and the employee paying 20%. The employee's portion is deducted from each paycheck and will begin following the 90-day probationary period. Premiums are subject to annual adjustment based on insurer rates.

Employees must enroll during the initial hire period or during annual open enrollment. Those who decline initially may be required to provide medical evidence of insurability to enroll later. Employees carried on leave without pay status must bear the full cost of all benefits after thirty (30) calendar days. Coverage ends on the last day of the month in which the employee separates from employment, reduces hours below eligibility, or otherwise ceases active employment. Continuation of coverage may be available under COBRA or applicable state continuation laws.

## Retirement Savings Plan

The Town of Alpine full-time and part-time hourly employees are eligible and provided with a retirement savings plan through the Wyoming State Retirement Plan. Eligible employees are eligible for retirement savings commencing on his or her hire date. WRS-1 Registration Forms are due to WRS within 10 business days of the employee's date of hire. WRS-7 Notice of Termination Forms are due to WRS within 10 days of the employee's termination. WRS-13 Unpaid Leave of Absence Forms are also due to WRS within 10 days of approval of absence. The plan includes a provision for employee tax deferred compensation contributions. The amount of contribution is based on the Wyoming Retirement System rate. When applicable, all eligible employees must pay match established by the Wyoming State Retirement Plan.

In addition to the pension plans administered by Wyoming Retirement System (WRS) an employee may elect to participate in the WRS 457(b) Deferred Compensation Plan through a payroll deduction. As administrator of the 457 Plan, WRS assumes the role of amending the Plan Document which governs the Plan, pursuant to Section 457 of the Internal Revenue Code as well as applicable legislative changes.

## Travel & Expense

Employees (full-time, part-time, elected officials, and appointed personnel) will be reimbursed for all **reasonable** and **necessary** expenses they incur while traveling on the Town of Alpine business. If you are going out of town for the sole purpose to purchase items for the town, your mileage will be reimbursed. However, if you are conducting any personal matters and you decide to help the town with errands, you will not be reimbursed for mileage. Only Town of Alpine vehicles and/or authorized equipment will be allowed to charge fuel at local gas stations and with town credit cards. The Town of Alpine will reimburse an employee the rate for mileage established annually by the Internal Revenue Service; no more or no less. The Town of Alpine will reimburse an employee for meals at the rate for per diem meals established annually by the Internal Revenue Service. **NO Alcoholic Beverages** shall be reimbursable. Receipts need to be kept and turned into the clerk/treasurer in order to be reimbursed. Full and/or part-time employees will be paid for their regular time while at meetings or trainings for the town. Elected officials will have motels paid, mileage and meals reimbursed at the rate for per diem meal and lodging established annually by the Internal Revenue Service. The town reserves the right to adjust unreasonably high expenses. If an employee takes a spouse or guest, the town will not be responsible for their expenses, nor will they be reimbursable.

You must record all travel and business activities on the Town of Alpine Expense Report Form and submit it to the town clerk/treasurer for reimbursement.

## **Worker's Compensation**

The Town of Alpine provides Workers Compensation Insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Town of Alpine. If you become ill or injured, please get medical attention at once. You must also report the details to the mayor immediately. You must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

The clerical staff of Clerk/Treasurer, Deputy Clerk, Court Clerk, Planning and Zoning Secretary and Administrative Assistant are covered by the Clerical Office Occupations designation.

Wyoming Workers' Compensation Rules & regulations defines "Clerical Office Occupations" as follows: Employees whose duties are confined to keeping the books and records of the business or who are engaged wholly in office work where such books and records are kept. Employees shall have a physical separation from exposure to the hazards associated with the business' normal activities. Employees shall not have direct contact with, supervision of, or be involved in physical labor of, the employer's operation, except, if incidental. Employees who qualify may include employees who work with financial or employee records, correspondence, or telephone duties. Employees qualifying for the clerical office occupation classification who perform any duties outside of the clerical office area or who perform duties which are not directly related to the performance duties inside the clerical office, become disqualified for the clerical office occupation classification for the reporting period when the non-clerical work is performed. The limited exceptions allowed are solely for the direct travel to and from a local post office, bank, or office supply store.

# **Leave Policies**

## **Observed Holidays**

The Town of Alpine observes the following:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving  
Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day

## **Working on a Holiday**

Due to business needs, some employees may be required to work on observed holidays. If required to work on a town holiday, full-time hourly employees will be paid at straight time for the holiday in addition to the rate of one and one-half (1 ½) times their regular pay for the hours worked.

Salaried exempt employees, if required to work on a town holiday, are entitled to an alternate day off with pay.

Should the Town of Alpine holiday occur during your vacation, you may add an additional day either at the beginning or the end of the vacation period, with approval of your supervisor.

## **Holidays that fall on a Saturday or Sunday but, are Observed on a Weekday**

Due to business needs, some employees may be required to work on a holiday that is observed on a weekday. If required to work on the above dates when the holiday falls on a Saturday or Sunday, full-time hourly employees will be paid a rate of one and one-half (1 ½) times their regular pay for the hours worked.

## **PTO – Paid Time Off**

Bi-weekly Accrual of PTO Leave for Non-Exempt Employees:

0 days - 5 years	4.615 Hours (3 weeks)
5 years - 15 years	6.15 Hours (4 weeks)
15 years plus	7.69 Hours (5 weeks)

Accrual of PTO Leave for Exempt Employees:

0 days - 5 years	6.15 Hours (4 weeks)
5 years - 15 years	7.69 Hours (5 weeks)
15 years plus	9.23 Hours (6 weeks)

PTO can be used for any reason, and it replaces vacation and sick leave PTO shall accrue for full-time employees beginning on their 1<sup>st</sup> day of employment. Employees may use PTO 90 days after hire date. PTO must be accrued prior to being used by an employee.

### **Prior Approval**

Because PTO will be used when an employee is sick, it may not always be possible to receive prior approval. When employees are sick it is required to notify their supervisor as soon as practical prior to the beginning of their regular workday if they are unable to work.

If PTO is used for any scheduled or planned absence (scheduled and planned absences shall be defined as vacation, personal time, time off for appointments, or family leave exceeding 4 hours) employees must submit a Time Off Request Form to allow the employer to plan for the employee's absence.

The Town of Alpine reserves the right not to approve a vacation request if it will interfere with the Town of Alpine operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' request for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail

### **PTO Carry-over/Forfeited**

PTO may be carried into another calendar year with a maximum accrual of 160 hours of PTO time. Any accrued PTO exceeding the above limit will be forfeited at the end of the calendar year.

### **PTO Termination, Resignation, and Discharge**

Any employee who is terminated, resigns, or is discharged by the Town of Alpine shall be paid only wages accrued to the effective date of the separation and PTO time that has been accrued up to but not to exceed 80 hours.

An employee may not use PTO time to extend their employment at retirement.

## **Funeral Leave**

In the event of the death of a member of the immediate family (as used in W.S. 27-3-507 means a person who is related and is a spouse, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, half-sibling, step-sibling, sibling-in-law, grandparent, or grandchild) each employee shall be entitled to three days leave with pay for funeral arrangements and attendance. The employee may use PTO if an extension of time is needed. Proof of the death and or relationship may be requested.

## **Military Leave**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Town of Alpine prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air force National Guard when engaged in active duty for training, inactive duty training, full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the U.S. Reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

If an employee is inducted or is recalled to active duty for a period of not more than four years, such leave will protect the employee's service for the Town of Alpine. Employees are required to notify the mayor immediately after receiving orders for active duty.

Upon satisfactory completion of the employee's military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided the employee is qualified and the Town of Alpine circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

Employees called to active duty will continue to have their participating medical/life insurance policy paid for by the Town of Alpine for a period not to exceed 12 months.

## **Time Off to Vote**

Employees are encouraged to vote outside of working hours. When this is not possible, full-time employees shall be granted paid leave not to exceed one hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on that day.



## **Jury Duty**

The Town of Alpine supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall lose regular pay or leave accrual while serving on jury duty. Compensation for such leave shall be limited to the difference between the pay received for this service and the employees' regular pay. The employee shall provide proof of all compensation received to the clerk/treasurer.

You must inform the Clerk/Treasurer and your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. You will be expected to report for work during your service whenever the court schedule permits.

## **Paid Time Off (PTO) Leave Request Form**

Date of request: \_\_\_\_\_ Employee name: \_\_\_\_\_

Department: \_\_\_\_\_ Job title: \_\_\_\_\_

### **PTO** (Vacation/Scheduled or Planned Absence)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Bereavement leave** (Up to three days of paid leave due to a death in the immediate family is available.)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Jury duty leave** (Up to five days of paid leave for jury service is available.)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

This form should not be used to request leave under the Family and Medical Leave Act (FMLA) or to request leave as an accommodation under the Americans with Disabilities Act (ADA).

Employees should consult with HR to request leave under the FMLA or ADA.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

## **ACKNOWLEDGEMENT**

I have read and understand the policies.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. The Town of Alpine retains the right to change these policies and benefits, as it deems advisable.

Unless expressly prescribed by statute or contract, my employment is “at will”. I understand that I have the right to terminate my employment at any time, with or without cause, and that the Town of Alpine has the same right. I further understand that my status as an “at will” employee may not be changed except in writing and signed by the governing body.

I understand that the information I come into contact with during my employment is proprietary to the Town of Alpine and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Town of Alpine. I understand that I must comply with all of the provisions of the Manual to have access to and use the Town of Alpine resources. I also understand that if I do not comply with all provisions of the Manual, my access to the Town of Alpine resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Town of Alpine’s safety, health, and emergency procedures as outlined in this Manual or in other documents.

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Signature of Employee

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Date