

Town of Garden City

Holiday Policy

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

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving (Paid holiday for day after Thanksgiving or Christmas Eve Day)
- Christmas Eve Day (Paid holiday for day after Thanksgiving or Christmas Eve Day)
- Christmas Day

Other holidays or observances that may be observed by some individuals shall be considered on a case-by-case basis.

All full-time, regular employees are eligible for paid holidays that fall on a scheduled workday. Part-time employees are eligible for holiday pay after one year of employment. 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 Board.

Employees are paid at the regular straight time rate in accordance with their regular work schedule (ten (10) hours) for a holiday not worked. If an employee works on an official Town holiday, the employee will be paid the regular straight time rate for the number of hours worked on the holiday in addition to 10 hours of pay for the holiday at the regular straight time rate.

Note: This policy addresses scheduled work and not call back time – call back time is dealt with separately and does not double the straight time rate or hours allowed for a holiday not worked.

Town of Garden City

Standards of Conduct

The Town of Garden City recognizes that certain guidelines of conduct are necessary for the orderly operation of the organization and the benefit and protection of the rights and safety of all employees.

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 written advisories that may result in immediate discharge**. The Town retains the right to identify conduct that may not be listed below as improper and to treat same as the subject for immediate discharge.

1. Theft or unauthorized removal of Town property or another employee's property from the premises, or personal use of the same without permission.
2. Altering or falsifying Town records or reports.
3. Using, possessing, dispensing, distributing or manufacturing alcohol or any controlled substance, illegal drugs and/or narcotics as defined in the Drug Free Workplace Policy on Town premises, including Town vehicles, or reporting to work under the influence of alcohol or any controlled substance, illegal drugs and/or narcotics.
4. Improper use of authority or position within the Town for personal profit or advantage.
5. Entering false information on the employment application or other personnel records or failing to answer all questions fully and truthfully.
6. Actions resulting in injury to individuals or willful destruction/damage to Town, customer, or employee property.
7. Acceptance of any gift, favor, thing or other consideration of value that exceeds \$75 per year, in aggregate, from any single source that may tend to influence the manner in which duties are discharged on behalf of the Town in connection with employment.
8. Disregard or violation of safety, fire, or security standards and regulations. Failure to use prescribed safety practices with equipment, chemicals, and tools.
9. Unauthorized divulgence of confidential Town information.
10. Flagrant insubordination - refusal to follow reasonable Supervisory instruction or perform assigned tasks.
11. Failure to report to work or leaving work during the standard work schedule without notifying an immediate Supervisor or senior management as the case may require.
12. Conviction of a felony or other criminal act, which occurred either on or off the job that affects the employee's position with the Town.

Whenever Town driving records and/or MVRs of current employees fall in the borderline category, the employee and supervisor will be notified and an increased level of observation will occur. Defensive driving training may also be required.

Unacceptable MVR:

- 1 or more major convictions in the last 3 years; OR
- 4 or more minor convictions in the last 3 years; OR
- 3 or more accidents in the last 3 years; OR
- Any combination of minor convictions and accidents totaling 4 or more in last 3 years.

Personal Vehicle Use

Any employee, using their personal vehicle (motorcycles are not permitted) for Town business, must possess a valid Colorado driver's license. Any motor vehicle accident or violation is the sole responsibility of the driver. The employee must carry the state minimum automobile liability insurance on their personal vehicle as required by law. The driver's personal automobile insurance will be the primary carrier if the driver is involved in an automobile accident. The driver's automobile insurance should provide coverage for the driver's vehicle and any other damage the driver causes. If the employee's personal liability limits are exhausted, then the Town's insurance will match the employee's insurance liability limits. However, the employee will be covered under workers' compensation if injured during the course and scope of their duties. An employee, using a personal vehicle for Town business, who is involved in a traffic accident, may be considered for reimbursement by the Town for up to \$1,000.00 of an insurance deductible if the 1) the employee was NOT at fault, AND 2) the other driver has no insurance or is underinsured. Reimbursement requests will be considered on a case by case basis.

Driver Training

Driver safety training, which may include, but is not limited to, classroom, web-based, behind the wheel, etc., will be provided at least every three years to all drivers required to drive for Town business as defined by this policy's scope. Additional driver training is provided for operators of specialized equipment such as snowplows, backhoes, dump trucks, etc.

Seat Belts

The use of seat belts is required under state law and is required by the Town while operating all Town vehicles or personal vehicles while on Town business.

Smoking

Smoking is prohibited in all Town vehicles. This includes e-cigarettes.

Wireless Communication Device (WCD) Use

Wireless Communication Devices (WCD) include, but are not limited to, cell phones, computers, online email, navigation devices, and any other information or entertainment services or equipment, whether or not such devices are provided by or paid for by the Town.

The following restrictions do not apply to drivers contacting a public safety entity or during an emergency as provided by State law:

- All employees are prohibited from using WCDs while operating a motor vehicle. Drivers of any age are prohibited from texting (or other similar forms of manual data entry or transmission) while operating a motor vehicle. See C.R.S. 42-4-239 (2017).
- The above does not apply to Public Safety employees while acting in the capacity of a Law Enforcement Officer.

Town of Garden City

Paid Time Off (Public Safety Employees)

Public Safety employees do not accumulate PTO, but instead receive one (1) week vacation to be used between completion of FTO and their one (1) year anniversary. Two (2) weeks' vacation per year on the employee's anniversary date beginning at their first year anniversary through year five (5). After five (5) years of continuous employment, vacation time is increased to three (3) weeks per year and after ten years of continuous employment, vacation time is four (4) weeks per year. Employees will be compensated at their current rate of pay for any unused vacation time should they sever their employment for any reason. Due to the high level of physical and mental demands of the job, Public Safety Employees will be asked to ensure that their vacation time is taken each year. Public Safety Employees must receive approval from the Police Chief to carry-over vacation time.

Public Safety Employees accumulate four hours of sick leave per paycheck to be used for personal illness or to care for an immediate family member. The Town recognizes that each employee's family dynamic is unique, and the definition of immediate family members can be different for each employee. PTO, or sick time for Public Safety Employees, to care for immediate family members will be decided on a case by case basis. The employee should discuss his/her situation with his/her supervisor when requesting PTO or sick time to care for an immediate family member. (Note: this definition of immediate family is worded slightly different from the definition in the "Employment with the Town" and "Bereavement" policies.

Vacation or sick time (non-worked hours) will be paid at straight time and will not apply as time worked toward eligibility for overtime should an employee take vacation or sick time during a given work week.

Public Safety Employees also receive two (2) personal days per year. Whenever possible, personal days should be planned and approved by the Police Chief or Sergeant. If it is not possible to plan ahead for a personal day, the employee needs to get the Police Chief's or Sergeant's approval for the use of the personal day before entering the PTO day into the time clock.

Town of Garden City

Gifts and Favors

POLICY STATEMENT:

Officials and employees shall not accept any gift, favor, or thing of value that exceeds \$75 per year from any single source 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. See regulation (Federal: 5 CFR 2635, Subpart B; Colorado: C.R.S. 24-18-104 (1)(b)(11))

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.