



# Employee Handbook

Effective Date: April 1, 2008  
Latest Revision: **January 13, 2025**

# **IMPORTANT NOTICE**

**This handbook is issued to give the employee an overview of the policies, procedures and benefits of the Town of Mead that relate to employment. This handbook represents a summary of some of the more important organizational information. Consequently, the handbook is not intended to be all-inclusive. This handbook supersedes all previous editions.**

**The policies and procedures contained in this Handbook do not constitute a contract, either express or implied, and should not be relied upon as binding promises made by the Town. The contents of the Handbook are summary guidelines for employees.**

**The Town reserves the right to modify, revoke, rescind, suspend, terminate, interpret, or change any or all of the guidelines mentioned, in whole or in part, at any time, with or without notice.**

**Employment at the Town is at-will. Any employee may be terminated with or without notice and without an explanation, just as any employee may resign at any time, for any reason. Nothing in this Handbook is intended to modify the Town's at-will employment policy.**

Welcome to the Town of Mead where our employees' concern for citizens, dedication to their jobs, and hard work is a matter of pride. We believe that the high quality of services our employees provide is instrumental in the continuing growth of the Town of Mead.

### **History of Mead**

The Town of Mead was platted on February 16, 1906 and incorporated on March 17, 1908. The Town was named for L.C. "Deacon" Mead, who had emigrated from Chicago and built his homestead at what is now Highland Lake. Mead was well known locally for his work with the Highland Ditch Company while they were surveying and building Highland Lake on his property. The Highland Ditch and its reservoir system were one of the first farm irrigations systems in the county and was, at that time, a subject of wide agricultural study at many of the country's agricultural educational institutions. The small community of Highland Lake is still in existence and is located approximately 1 ½ miles west of Mead. At the end of 1989, and for the first few months of 1990, the Highland Lake Congregational Church was a site used in the filming of Die Hard 2, with actor Bruce Willis. The Church began a restoration project in 2005 which was completed in 2008.

In 1905, the Great Western Railroad built a feeder line from Longmont to Johnstown to gather and take the sugar beet harvest to their refinery in Longmont. The railway passed directly through the property of Paul Mead, Deacon Mead's nephew. The businesses at Highland Lake decided to relocate to this railway siding. For the next two decades, the Town prospered as farmers used this siding to get their crops to the market.

At its peak, Mead had three general stores, a hotel, a combination grocery store and meat market, two saloons, a butcher shop, a filling station, two auto garages, an implement company, two livery stables, a lumberyard, a blacksmith shop, a drug store, a hoe and harness repair shop, a post office, two doctors' offices, a bank (Mead State Bank) and a newspaper (Mead Messenger). Two of the churches in existence then are still active today. There was also a pickle factory, a hay mill and a pea-hulling factory on the outskirts of the community.

The land surrounding the community is prime agricultural land. It has gentle rolling hills and flat lands with numerous irrigation reservoirs scattered throughout the landscape. Wide-open spaces are the trademark of rural Weld County and Mead has its share of them.

The Depression, the advent of the automobile, shopping malls, and national chain stores all played important roles in the change the Town has seen since its incorporation. Modern transportation, Interstate 25, and the Denver International Airport have promoted the most recent changes in the community.

## Table of Contents

I.	INTRODUCTION .....	1
	Board of Trustees.....	1
	Town Manager .....	1
	Department Regulations .....	1
A.	Equal Employment Opportunity (EEO) / Unlawful Harassment .....	1
B.	The Americans with Disabilities Act.....	2
C.	Religious Accommodation.....	2
D.	Pregnancy Accommodation .....	2
E.	Sexual Harassment.....	3
F.	Anti-Violence.....	3
G.	Anti-Retaliation .....	3
H.	Complaint Procedure .....	4
II.	CLASSIFICATIONS OF EMPLOYMENT.....	4
A.	Full-time .....	4
B.	Part-time .....	4
C.	Temporary .....	5
D.	Volunteer .....	5
E.	Exempt Employees .....	5
F.	Non-Exempt Employees .....	5
III.	COMPENSATION .....	5
A.	Adjustments to Pay .....	5
B.	Overtime Pay .....	5
C.	Compensatory Time.....	6
D.	Timekeeping Procedures for Non-Exempt Employees .....	6
E.	Pay Periods .....	6
F.	Performance Appraisals .....	6
G.	Payroll Deductions .....	7
H.	Wage Garnishment .....	7
I.	Direct Deposit .....	7
IV.	BENEFITS.....	7
A.	Benefit Plans.....	7
B.	Wellness Benefit .....	8
C.	Length of Service Award .....	8
V.	WORK POLICIES.....	8
A.	Hours of Work.....	8

B.	Dress Code.....	9
C.	Accommodations for Nursing Mothers .....	9
D.	Attendance.....	9
E.	Transfers and Promotions.....	10
F.	Tobacco Use.....	10
G.	On-Call and Recall Pay.....	10
H.	Town Closure.....	10
I.	Modified Duty.....	10
J.	Motor Vehicles.....	11
	Motor Vehicle Grading Criteria (last three (3) years) .....	11
K.	Expenses.....	15
L.	Work-Related Travel.....	15
<b>VI.</b>	<b>LEAVE</b> .....	<b>18</b>
A.	Paid Time Off (PTO) .....	18
B.	Sick Leave for Temporary Employees.....	21
C.	Public Health Emergency Supplemental Leave.....	21
D.	Holidays.....	22
E.	Voting Time.....	22
F.	Bereavement Leave.....	23
G.	Domestic Abuse Leave .....	23
H.	Jury Duty and Witness Leave.....	23
I.	Military Leave.....	23
J.	Leave of Absence without Pay .....	24
K.	Administrative Leave .....	24
L.	Family and Medical Leave .....	24
<b>VII.</b>	<b>EMPLOYEE CONDUCT</b> .....	<b>27</b>
A.	Public Contact.....	27
B.	Contact with Law Enforcement.....	28
C.	Conflict of Interest.....	28
D.	Acceptance of Gifts.....	28
E.	Outside Employment.....	28
F.	Nepotism.....	28
G.	Personal Business .....	29
H.	Inspections and Searches.....	29
I.	Solicitation .....	29
J.	Political Activity .....	29
<b>VIII.</b>	<b>AT-WILL EMPLOYMENT AND DISCIPLINE</b> .....	<b>30</b>

A.	At-Will .....	30
B.	Reasons for Disciplinary Action.....	30
C.	Problem Resolution.....	31
IX.	SEPARATIONS.....	32
A.	Resignation.....	32
B.	Retirement .....	32
C.	Medical, Dental and Vision Insurance .....	32
D.	Life Insurance .....	32
E.	Deferred Compensation .....	32
F.	Final Paycheck.....	32
G.	Death of Employee .....	32
X.	EMPLOYEE HEALTH AND SAFETY.....	33
A.	Safety .....	33
B.	Cellular Phones.....	33
C.	Workers' Compensation.....	33
D.	Alcohol and Drugs.....	34
	Reasons for Testing .....	35
	Definition of Policy Violations.....	37
	Voluntary Treatment.....	37
	Refusal to Submit to Testing.....	37
	Results of Drug and Alcohol Use .....	38
E.	Driving on Behalf of the Town .....	38
F.	Public Health Emergency Whistleblower Law (PHEW).....	38
XI.	Communications Systems .....	39
A.	Computer & Information Technology Usage.....	39
B.	Electronic Mail Communication .....	40
C.	Media Relations .....	40
D.	Social Media .....	41
XII.	MISCELLANEOUS PROVISIONS .....	41
A.	Town Property .....	41
B.	Personnel Records .....	42
C.	Bulletin Boards.....	42
D.	Driver's License .....	42
E.	Professional Certifications.....	43
F.	Tuition Reimbursement .....	43
XIII.	DEFINITIONS.....	45
XIV.	EMPLOYEE ACKNOWLEDGEMENT.....	49

## I. INTRODUCTION

This Town of Mead Employee Handbook is designed to acquaint the employee with the organization and provide employees with information about working for the Town. The handbook is not all-inclusive, but instead is intended to provide employees with a summary of some of the Town's guidelines. This edition replaces all previously issued editions.

The language in this Handbook and any verbal statements made by management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No representative other than the Town Manager has the authority to enter into a contract for employment for any specified period and any such agreement must be in writing signed by both the Town Manager and the employee.

No employee handbook can anticipate every circumstance or question. After reading the handbook, if an employee has any questions, the employee should speak with their immediate supervisor, Department Head, or Human Resources. Also, the need may arise for the Town to change the policies described in the handbook. The Town reserves the right to interpret or change them without prior notice.

### **Board of Trustees**

The Board of Trustees is the ultimate policymaking authority for the Town of Mead.

### **Town Manager**

The Town Manager is the Chief Executive Officer of the Town. All departments shall report to the Town Manager. The Town Manager is responsible to the Board of Trustees for the proper administration, operation, and control of all affairs of the Town. The powers and duties of the Town Manager are more specifically set forth in Town Ordinances.

### **Department Regulations**

A Department Head has the authority to establish such policies and rules for the operations of that department, subject to the approval of the Town Manager. All such policies and rules will be in writing, kept on file in the department and cannot supersede personnel policies, Town Ordinances, and Resolutions.

## GENERAL PROVISIONS

### **A. Equal Employment Opportunity (EEO) / Unlawful Harassment**

The Town is dedicated to the principles of equal employment opportunity - ensuring equal access and opportunity in all matters of compensation, terms, conditions, or privileges of employment. The Town prohibits unlawful discrimination and harassment against applicants or employees on the basis of the following protected classes: race (including hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, ancestry, creed, age, disability, military status, genetic information, marital status, pregnancy,

childbirth and related conditions, or any other status protected by applicable federal, state or local law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. The Town prohibits harassment, disrespectful or unprofessional conduct by any employee of the Town, including Town officials, supervisors, managers, and co-workers. The Town's anti-harassment policy also applies to vendors, suppliers, customers, independent contractors, unpaid interns, and persons providing services pursuant to a contract.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

## **B. The Americans with Disabilities Act**

The Town complies with all applicable laws prohibiting discrimination in employment against qualified individuals with disabilities. Consistent with the law, if an employee requests accommodation, the Town will engage in a timely and interactive process with the employee to determine whether there is a reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations. Employees seeking such accommodation should contact their supervisor or the Human Resources Representative as soon as possible.

The Town may require that an employee provide documentation from an appropriate health care provider detailing the medical necessity of a reasonable accommodation.

## **C. Religious Accommodation**

The Town complies with all applicable laws prohibiting discrimination in employment against individuals on the basis of their religious beliefs, unless doing so poses undue hardship on the Town.

When an employee or applicant needs accommodation for religious reasons, they should notify their supervisor or the Town's Human Resources Representative

## **D. Pregnancy Accommodation**

Employees who are otherwise qualified for a position may request reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests accommodation, the Town will engage in a timely and interactive process with the employee to determine whether there is a reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations. The Town will require that an employee provide documentation from her healthcare provider detailing the medical necessity of the reasonable accommodation. Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact their supervisor or Human Resources.



The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept accommodation that is unnecessary for the employee to perform the essential functions of the job.

## **E. Sexual Harassment**

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the Town believes it warrants separate emphasis.

The Town prohibits sexual harassment and inappropriate sexual conduct at the workplace. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Employees are always expected to conduct themselves in a professional and businesslike manner. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails;
- Petty slights, minor annoyances, and lack of good manners can be seen as unwanted behavior;
- Digital form such as social media posts, texts, or website comments;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, marital status, or repeated unwanted requests for dates; or
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, intentionally blocking normal movement or interfering with work, and brushing up against another's body.

## **F. Anti-Violence**

The Town strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating or threatening behavior, physical abuse, vandalism, arson, sabotage, or any other act, which, in management's opinion, is inappropriate in the workplace. In addition, bizarre or offensive comments regarding violent acts, events, or behavior are not tolerated. Employees should immediately and directly contact emergency services if they believe there is an imminent threat to the safety and health of themselves or others. For other health or safety complaints or concerns, please notify your supervisor, the Town Manager, or Human Resources.

## **G. Anti-Retaliation**

The Town prohibits retaliation against employees for reporting harassment or discrimination or for assisting the Town in the investigation of any complaint. Any employee engaging in retaliation may be subject to disciplinary action.

Employees should immediately report any incidents of reprisal, retaliation, or harassment which occur as a result of making such a notification. No employee will be retaliated against for making a report. Report the incident in writing immediately to the next level of supervision, Human Resources, or the Town Manager. To the extent possible, complaints and investigations will be handled in a confidential manner.

## **H. Complaint Procedure**

Any unwelcome behavior to which an employee considers to be unlawful harassment, sexual or otherwise, or which an employee believes constitutes discrimination or retaliation, must be reported to the employee's supervisor immediately. If the unwelcome behavior that the employee considers to be harassing or discriminatory involves the employee's supervisor, the employee shall report his or her concern immediately to the next level supervisor in the employee's chain of command. If the employee is uncomfortable reporting to any supervisor in his or her chain of command, the employee may report the harassment or discrimination directly to the Town Manager or to Human Resources. If the harassment or discrimination involves the Town Manager, the employee may report the harassment or discrimination to the Mayor or Human Resources. If the harassment or discrimination involves a Board member, the employee must report it to the Town Manager, the Mayor, or Human Resources. An employee will not be subject to any retaliatory action as a result of reporting conduct that the employee in good faith considers to be a violation of policy.

Once a complaint has been reported, Human Resources will promptly investigate. The complaining party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation. An employee shall not be subject to retaliatory action as a result of cooperating with, or participating in, any investigation.

Information reported concerning an employee's claim of harassment or discrimination will be treated as confidential, to the extent possible; however, information associated with a claim may need to be disclosed during the investigatory process. Efforts will be made to take effective remedial action to protect the Town and its employees. Appropriate action will be taken based upon the results of the investigation.

## **II. CLASSIFICATIONS OF EMPLOYMENT**

For purposes of salary administration, eligibility to overtime payments, and determining employee benefits, the Town classifies employees as follows:

### **A. Full-time**

A full-time employee is one who works a minimum of forty (40) hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below. Full-time employees are currently eligible to share in Town benefits.

### **B. Part-time**

A part-time employee is one who works less than forty (40) hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below. Part-time employees who work between thirty (30) and thirty-nine (39) hours per week are currently eligible to share in certain employment benefits provided by the Town and can accrue prorated PTO and holiday pay based on hours worked. Part-time employees who work less than thirty (30) hours

per week on a regular basis currently accrue PTO on a prorated basis but are otherwise not eligible to share in employment benefits provided by the Town, except as required by law.

### **C. Temporary**

Temporary employees are employees who work either full or part-time and are engaged by the Town for a specific period of time (such as summer) or for a specific project or assignment. Such employees may be "exempt" or "non-exempt" as defined below. Temporary employees are not eligible to share in the employment benefits provided by the Town unless it is expressly stated in a written statement issued by an authorized representative of the Town or as required by law.

### **D. Volunteer**

A volunteer is someone who is performing services for the Town in an unpaid position. Volunteers serve at the discretion of the Town and are subject to following all applicable rules and policies included in this handbook and of the Town.

### **E. Exempt Employees**

Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

### **F. Non-Exempt Employees**

Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

## **III. COMPENSATION**

For compensation, the Town has two pay structures: General Government and a Police-Sworn Step Plan.

### **A. Adjustments to Pay**

The Town conducts periodic pay plan reviews and analysis. Adjustments are made to the pay plan and to classifications of individual positions based on this analysis.

By completing a market analysis, we strive to achieve a pay plan that is competitive within the labor market. The market consists of neighboring and similar sized communities.

The final approval of the pay plan is determined by the Board of Trustees.

The Town also determines pay based on merit. Merit plans are an example of pay for performance. They are tied to individual levels of performance measurement (typically performance appraisal ratings) and pay adjustments under the Town's merit plan are normally added into an individual employee's base salary.

### **B. Overtime Pay**

The Town reserves the right to require its employees to work overtime, at the Town's sole

discretion. When possible, overtime will be approved in advance by the Department Head and advance notice will be given to the employee. Non-exempt employees are not allowed to work overtime without the supervisor's approval. The Department Head will notify the Town Manager as soon as practical about authorizing overtime.

Non-exempt, non-commissioned employees receive overtime compensation at a rate of one and one-half (1½) times their regular hourly rate for any hours worked beyond forty (40) in the designated workweek. Commissioned police officers may be assigned a different work week and schedule. Scheduled workdays and work periods may be adjusted to address service demands either on a long-term or temporary basis.

For purposes of computing overtime, the workweek begins Monday at 12:00 a.m. and ends Sunday at 11:59 p.m. PTO will not be counted as time worked for purposes of calculating overtime pay. Holidays will be counted as time worked for overtime purposes.

### **C. Compensatory Time**

Non-exempt employees may receive compensatory time in lieu of overtime pay. If the employee wishes to be granted compensatory time for overtime hours worked, the employee should indicate compensatory time on their time sheet, which is subject to the approval of the Department Head. The employee should indicate the actual number of hours worked. Compensatory time is calculated the same as paid overtime.

No employee is permitted to accrue more than forty (40) hours of compensatory time. If an employee has accrued the maximum number of hours, all subsequent compensation hours are paid out as overtime hours. Upon transfer to an exempt position or termination, the employee is paid for unused compensatory time at their regular rate of pay that is in effect immediately prior to separation or transfer.

Temporary employees are not eligible to accrue compensatory time.

### **D. Timekeeping Procedures for Non-Exempt Employees**

Non-exempt employees are responsible for accurately recording their hours worked, PTO, sick leave (if applicable), holidays, leaves of absence, and other time off, whether paid or unpaid, on their time sheet. It is essential that this information be accurate. All time sheets must be submitted to the supervisor for approval and payment processing.

### **E. Pay Periods**

Employees of the Town shall be paid every other Friday. If the regular payday falls on a holiday, employees will be paid on the last business day that the Town office is open prior to the regular payday.

### **F. Performance Appraisals**

Generally, the Town endeavors to conduct performance reviews annually. The review process is intended to provide employees with information concerning their employment progress and to serve as a means of improving employee performance and provide a basis for pay raises, if any. The review process is not meant to serve as a substitute for ongoing discussions between supervisors and employees. Each written review shall become a part of the employee's personnel record.

## **G. Payroll Deductions**

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: federal and state income tax withholding, Medicare, and other items designated by the employee or required by law (including a valid court order). If an employee believes an improper deduction has been made to their salary, they should immediately report this information to the Human Resources Representative. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Payroll deductions may also be made from an employee's paycheck based on a reimbursement agreement and/or for the replacement cost of lost, destroyed, or unreturned Town property.

## **H. Wage Garnishment**

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the Town receives legal papers ordering a garnishment, the Town is required by law to make deductions from an employee's paycheck until the Town withholds the full amount or receives legal papers from the court to stop the garnishment. Even if an employee has already paid the debt, the Town may be required to continue garnishing wages until the Town receives legal notification to stop the garnishment.

## **I. Direct Deposit**

The Town requires all employees to enroll in direct deposit for payroll, which means that employees' pay will be deposited directly into their accounts at a participating banking institution each payday. If employees do not provide information for an established bank account, the Town can establish a debit account at an approved banking institution for the purpose of direct deposit.

# **IV. BENEFITS**

## **A. Benefit Plans**

As part of its compensation strategy, the Town offers a variety of benefits for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The Town complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union.

Benefit plans offered by the Town are defined in the applicable plan documents such as insurance contracts and summary plan descriptions. In the event that the information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Town's discretion as permitted by law. The Town and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Town.

Employees will have an opportunity to make changes to their benefit selections during the Town's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce, birth of a child or loss of insurance through changes in a spouse's employment, will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

Information on the costs, coverages, providers and administrators will be provided during new employee orientation and during the Town's annual open enrollment.

The Town currently offers the following benefits:

Medical Insurance	Retirement Plan
Dental Insurance	Savings Plans (401k, 457)
Vision Insurance	Employee Assistance Plan
Voluntary Flexible Spending Account	Life Insurance
Short-term Disability Plan	Long-term Disability Plan

## **B. Wellness Benefit**

Employees and their dependents may be eligible for various wellness programs through the Town's benefit provider, such as the Employee Assistance Program.

The Town may provide a wellness program which allows employees to earn and redeem points based on their involvement in the approved wellness activities. A terminated employee's last day of employment is the final day of redemption of points or rewards, and points are not transferrable to other employees.

## **C. Length of Service Award**

The Length of Service Award is a means of recognizing the value of the long-term, dedicated service of Town employees. Length of service awards may be issued, at the discretion of the Town Manager, in the first quarter of each year to eligible employees who have completed at least five continuous years of service with the Town by December 31 of the prior calendar year. Full-time employees may be eligible to receive a lump sum award based on their continuous years of service. In addition, part-time employees who work between thirty (30) and thirty-nine (39) hours per week may also be eligible for an award. Employees who separate from employment prior to the payment issuance are not eligible to receive this award.

# **V. WORK POLICIES**

## **A. Hours of Work**

Full-time employees of the Town shall work a minimum forty (40) hours per week. Normal working hours at Town Hall shall be 8:00 a.m. to 5:00 p.m., Monday through Friday. Normal working hours for Public Works shall be 7:00 a.m. to 3:30 p.m., Monday through Friday. Police officers are scheduled to provide coverage twenty-four (24) hours a day. Supervisors may approve adjustments to the employees' normal scheduled hours.

Daily and weekly work schedules may change from time to time at the sole discretion of the Town to meet the Town's business needs. Changes in work schedules may be announced in advance.

Non-exempt employees are expected to fulfill their work schedule on-site and are not eligible for remote work. Temporary exceptions to this policy are rare and require approval by the Town Manager.

## **B. Dress Code**

An employee's personal appearance is a reflection of the Town's character. Appearance, personal hygiene and attire are important to the Town to instill confidence and professionalism with the residents and community. Within reason, employees of the Town are allowed to use their own discretion with respect to their work attire, however, torn clothing, low cut shirts, micro-length skirts or shorts, and shirts with inappropriate verbiage or pictures are not approved attire. All work attire should be neat and appropriate to the employee's job duties. At any time, the Town may further define what constitutes appropriate dress, personal hygiene, grooming habits and cleanliness. Personal attire and grooming habits shall be such as to not jeopardize the safety of the employee or other Town personnel.

If, in the Department Head's or Human Resources' opinion, an employee reports for work improperly dressed or groomed, someone may instruct the employee to return home to change clothes or take other appropriate corrective action.

Uniforms or a uniform clothing allowance may be furnished to certain Town employees. Such uniforms must be neat, clean, in good condition, and must be worn while performing duties for the Town.

It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex (including pregnancy, sexual orientation, gender identity and gender expression), national origin, ancestry, creed, disability, age, genetic information and any other status protected under such laws.

## **C. Accommodations for Nursing Mothers**

The Town will allow an employee to use paid break time and/or mealtime to express breast milk for her nursing child for up to two (2) years after the child's birth.

The Town will make reasonable efforts to provide a room or other location near the mother's work area with electricity to enable the employee to use a breast pump, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public which may be used by an employee to express breast milk. For information on where the nearest accommodation is located, contact the Human Resources Representative.

## **D. Attendance**

All employees shall report to work at their prescribed time and fulfill their assigned work schedule. Any employee who fails to report for work at their prescribed time without first notifying his or her supervisor of the expected late arrival or absence may be subject to disciplinary action. Any employee reporting late for work or reporting absent shall explain the reason to the supervisor. The duties of most employees require them to be present at specific locations. Working at home may be permitted only with the prior approval of the Town Manager.

## **E. Transfers and Promotions**

The Town may transfer or promote from within when doing so is reasonable at the discretion of the Department Heads and Town Manager. Available positions will be posted on Town's website. If an employee is interested in a position and feels he or she has the necessary qualifications, the employee must submit a formal written application to Human Resources. Transfer or promotion to a position may be based on demonstrated performance in the employee's current position, as well as knowledge and qualifications with respect to the position for which an application is made.

## **F. Tobacco Use**

The Town provides a tobacco-free work environment for its employees. The use of tobacco products is prohibited inside Town buildings or while performing any duty or activity on behalf of the Town. The use of any tobacco product is also prohibited in any Town vehicle and equipment. Tobacco use includes the use of electronic nicotine delivery systems, such as e-cigarettes, e-cigars, e-hookahs and e-pipes.

## **G. On-Call and Recall Pay**

Some Town operations must be able to be responsive twenty-four (24) hours per day and certain employees may be assigned "on-call" duty during a specific period of time outside their normal working hours. While on-call, the employee shall be accessible by telephone or other satisfactory method and shall be able to report to work promptly. Employees will be paid thirty (30) minutes of pay at their regular rate for each day the employee is on-call.

When a non-exempt employee is summoned back to work during their normal off-duty time, the employee shall be paid for all hours worked with a guaranteed minimum of two (2) hours of pay per call-back. Travel from the employee's location to work may be reimbursed through mileage reimbursement.

## **H. Town Closure**

All Town facilities are considered open for business regardless of weather conditions, fire damage, natural disaster, or other unusual circumstances unless officially designated as CLOSED by the Town Mayor, Town Manager, or a designee.

When facilities are open, the decision to report to work shall normally reside with the employee except in the case of designated essential personnel who shall be expected to report as instructed or scheduled by their departments. Essential personnel are designated by the Department Head.

The employee is responsible for contacting the Supervisor, Department Head, or designated departmental representative if the employee is unable to report to work.

## **I. Modified Duty**

An employee who is unable to perform the full range of duties of their position may have the duties temporarily modified so that they are productive while recuperating from their illness or injury. This section applies to employees who are receiving workers' compensation benefits and employees recuperating from personal illnesses or injuries. A medical return-to-work



release detailing restrictions, if any, will be required for employees of the Town who have been off work for more than three (3) consecutive scheduled workdays due to personal injury, serious medical condition or illness. Modified duty assignments are at the discretion of the Department Head and may not always be available.

The Town reserves the right to change the rate of pay for an employee in a modified duty capacity depending on the nature of the modified duty assignment.

**J. Motor Vehicles**

Drivers must possess a current, valid driver's license before operating a Town vehicle or driving a personal vehicle on behalf of Town business. If the driver has recently moved to Colorado from another state, the driver must obtain a Colorado driver's license within thirty (30) days of moving to Colorado to continue driving Town vehicles pursuant to State law. It is the responsibility of any Town employee to provide an annual records release waiver to allow the Town to verify his or her driver's license status through a check of Motor Vehicle Record ("MVR") and to maintain auto liability coverage as required by law. The driver must always have his/her license in their possession while driving the vehicle. All operators must be licensed in the class of vehicle operated.

MVRs will be graded based on the table below, as minimum requirements. No new driver will be hired with a "Reviewable" MVR. Current employees' driving records must remain "acceptable" as graded per the table below for continued employment in positions with driving duties as a major requirement (i.e., Public Safety and Public Works) unless an exception is granted as stated below. Any exceptions to the Motor Vehicle Grading Criteria must be reviewed by the Human Resources Manager for approval by the Town Manager and be accompanied by a performance improvement plan.

**Motor Vehicle Grading Criteria (last three (3) years)**

Number of Minor Violations	Number of At-Fault Accidents		
	0	1	2
0	Acceptable	Acceptable	Reviewable
1	Acceptable	Acceptable	Reviewable
2	Acceptable	Reviewable	Reviewable
3	Acceptable	Reviewable	Reviewable
4	Reviewable	Reviewable	Reviewable
<b>Any Major Violation – last 5 years</b>	Reviewable	Reviewable	Reviewable

**Minor Violation:**

- Any motor vehicle violation conviction other than a major violation conviction (except parking violations).

**Major Violation:**

- Driving under the influence of alcohol/drugs
- Leaving the scene of an accident
- Reckless Driving
- Making a false accident report
- Homicide, manslaughter, or assault arising out of the use of a vehicle

- Driving while license is suspended or revoked
- Fleeing or eluding a police officer

## **1. Town Pool Vehicle Use**

In an effort to reduce costs and limit liability, employees must use Town vehicles for Town business when possible. If an employee chooses to use their personal vehicle for Town business when a "pool vehicle" is available, mileage reimbursement by the Town may not be allowed. (Exceptions would be made if an employee is on Town business and does not intend to return to work that same day or has Town business scheduled at the beginning of a day which is not on the way to work.)

Use of Town vehicles identified as pool vehicles are governed by all of the policies outlined in this Motor Vehicle Use Policy as well as the following:

- All pool vehicles shall be reserved in advance and formally signed out via the log kept at the front desk. Pool vehicle keys are to be checked out for use of the vehicle only immediately before use.
- A fuel card for pool vehicles is kept at the front desk. If fuel is needed and a fuel card is not available, employees should use a Town issued credit card. Employees are responsible for refilling the vehicle, as necessary. Receipts must be remitted to the Finance Department no later than twenty-four (24) hours after use. Keys and fuel cards are to be returned promptly and not passed along to other employees.
- Effort must be made to schedule use in the most efficient manner possible. For example, errands that can wait until a pool vehicle is available should be scheduled accordingly.
- Pool vehicles are to be parked at the Town Hall.
- If space is available, users are encouraged to combine trips with others attending the same event.
- If a use exceeds the time estimated, please notify Town Hall.
- All pool vehicle windows and doors shall be locked when unattended. Personal property left in pool vehicles is at the employee's own risk.
- The employee signing out the pool vehicle is responsible for the vehicle until it is returned.

## **2. Personal Vehicle Use**

The Town recognizes there may be times when a Town vehicle is not available for use. However, prior to using a personal vehicle to perform Town business, all effort must be made to use a Town vehicle. Any employee using their personal vehicle for Town business must possess a valid driver's license. The employee must carry the state minimum automobile liability insurance on their personal vehicle as required by law. Any motor vehicle accidents or violations are the sole responsibility of the driver. 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. 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, will be reimbursed by the Town for his/her automobile insurance deductible up to \$1,500, if the following occurs:

- The employee was not at fault.
- The other driver has no insurance or is underinsured.
- The employee can provide documentation that the deductible has been paid.

### **3. Town Vehicle Use**

The Town provides vehicles to use for business purposes but recognizes the occasional need for employees to take a Town vehicle home. Examples include attending a training or conference. When it is appropriate, and in the best interest of the Town, to permit an employee to take a Town vehicle to the employee's home for a short duration of time, not to exceed twenty-four (24) hours, the employee must secure prior verbal approval from the Department Head or authorized designee.

### **4. Maintenance**

Drivers are required to properly maintain Town vehicles at all times. Vehicles may not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

Weekly documented inspection of vehicles is required. Vehicles with any safety discrepancies will not be driven until the safety discrepancy has been corrected. Examples of safety discrepancies are inoperative headlight, inoperative turn signal, inoperative brake lights, defective windshield wiper, and defective brakes.

Preventive maintenance, such as regular oil changes, lubrication, fluid checks and tire pressure determine to a large extent whether the vehicle is reliable and safe. Preventive maintenance should be completed by fleet maintenance as required in the owner's manual.

In the event that service is required for the vehicle that causes it to be inoperable, contact the Public Works Department. If Public Works is not available, proper arrangements for towing should be made.

### **5. Traffic Violations**

Fines for parking or moving violations and any associated costs are the personal responsibility of the driver. Employees who drive Town vehicles or personal vehicles for Town business must notify his/her supervisor and the Town Manager or his/her designee immediately about all moving violations that occur, and the suspension or revocation of the license, including those in his/her personal vehicle for personal use, within twenty-four (24) hours of the violation or next business day if the violation occurred on a weekend or holiday. Failure to notify the supervisor and the Town Manager or his/her designee shall result in disciplinary action. Immediately upon receiving a suspension or revocation, the employee is prohibited from driving and operating any Town vehicle or equipment or driving a personal vehicle on Town business. If an employee's license has been suspended or revoked, the employee may be subject to disciplinary action. Be aware that traffic violations incurred during non-business (personal use) hours may also affect Town vehicle driving privileges.

## **6. Accidents Involving Town Vehicles**

In the event of an accident:

- Contact your supervisor immediately.
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address, and phone number of any injured person(s) and witnesses, if possible.
- Exchange vehicle identification, insurance company name, and policy numbers with the other driver.
- Take a photograph of the accident scene, if possible.
- Call the local law enforcement unless the Town or county is on accident alert and there are no injuries. If injuries are involved, call the local law enforcement regardless of conditions.
- Do not sign any statements or reports other than official police reports.
- Complete the accident form in your vehicle.
- Provide all information to your Department Head and Human Resources within twenty-four (24) hours of the accident or the next business day if the accident occurred on a weekend or holiday.

## **7. Theft of a Town Vehicle**

In the event of theft of a Town vehicle, notify local law enforcement immediately, then notify your Department Head and Human Resources within twenty-four (24) hours or the next business day if the theft occurred on a weekend or holiday.

## **8. Driver Responsibilities**

When driving a Town vehicle, you are representing the Town. Your actions will reflect not only on you, but also on the entire Town organization. It is expected that you drive safely and courteously at all times. Along with that privilege befalls certain obligations by the driver. The driver assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times.

All traffic laws must be obeyed. Driving a Town vehicle while impaired or under the influence of alcohol or drugs is strictly prohibited and may be cause for disciplinary action up to and including termination. If the driver is on prescription medicine that may impair driving ability, the Town vehicle is not to be driven. The driver's supervisor must be notified if the driver is taking prescription medication that may impair driving ability or operation of machinery.

Each driver is responsible for the actual possession, care, and use of the Town vehicle in their possession. Damage to the vehicle caused by the driver's negligence may be cause for disciplinary action. The use of seat belts and shoulder harness is mandatory for driver and passengers. Vehicles may be driven only by authorized Town employees or volunteers who have completed an MVR check by Human Resources. Vehicles are to be kept clean inside and out. Smoking is not permitted in Town vehicles. Pets are not allowed in Town vehicles, except vehicles used for animal control.

## **9. Take-Home Vehicles**

All Town owned vehicles shall be restricted to work related activities with the exception of those vehicles and personnel that are provided a Take Home vehicle. Take Home vehicles shall be authorized by the Town Manager for employees that have primary responsibility of responding to emergency situations which require immediate response to protect life or property, or the employee needs a special vehicle for work related purposes. All Police Department staff authorized to take home vehicles shall be subject to additional policies in the Town of Mead Police Department Policy Manual.

## **10. No Unauthorized Passengers/Riders**

Spouses, significant others, children, and non-employees may only be permitted to ride in Town vehicles, equipment, or personal vehicles (when used for Town business) if (1) prior written approval of the supervisor in charge is obtained; and (2) the individual (or in the case of a minor, the minor's parent or guardian) signs a release form provided by the Town.

## **K. Expenses**

The Town reimburses employees for expenses reasonably incurred in the course of Town business, provided such expenses have been authorized in advance or are determined by the Town, in its discretion, to have been necessarily incurred under circumstances where advance approval was not reasonably possible. Employees seeking reimbursement for expenses will be required to provide detailed receipts.

The Town shall reimburse employees for mileage traveled in use of their personal vehicles on Town business at the current IRS rate.

## **L. Work-Related Travel**

This policy applies to all travel expenses for which Town funds are disbursed. For the purposes of this policy, travel is defined as in-state or out-of-state trips, made for Town business, which require air transportation and/or an overnight stay.

All travel and similar expenses must be reasonable, necessary, and for Town business. When more than one employee is attending the same event, the Town encourages employees to carpool, use a pool vehicle, or use public transportation when available. When training is offered, the training should be scheduled at the nearest location and attendance at classes is expected.

### **1. Authorization for Travel**

All employees must have the appropriate approval prior to their travel. Travel should typically be authorized as part of the annual budget process and a formal request detailing the travel's purpose and anticipated costs must be completed and signed by the employee and the Department Head (or Town Manager).

## **2. Unauthorized Expenses**

The following expenses are specifically unauthorized and will not be permitted:

- All expenses of family members or other persons not on business for the Town;
- Alcoholic beverages and tobacco products;
- Laundry or cleaning;
- In-room movies, room service, or other personal services;
- Sporting and entertainment activities;
- Personal clothing;
- Prescriptions and over-the-counter medication;
- Personal telephone calls except as stated in Section VIII;
- First class airfare;
- Rental of luxury or sports vehicles or insurance for rental vehicles;
- Expenses stated in this policy as unauthorized, ineligible or prohibited; and
- All other personal expenses not for the benefit of the Town.

## **3. Authorized Expenses**

- Air travel should be purchased at the lowest coach airfare available at the time the reservation is made. First Class airfare is specifically prohibited.
- Fares are normally purchased using a Town credit card or Town check. The employee may receive reimbursement provided detailed receipts are submitted.
- When the employee is accompanied by a nonemployee, the nonemployee ticket(s) must be purchased using personal funds.

## **4. Vehicle Rental**

- Vehicle rentals generally are not an allowed travel expense. Public ground transportation should be used instead, if available.
- Circumstances warranting vehicle rentals must be documented by the employee and approved by the Department Head or by the Town Manager for Department Heads.
- Insurance should not be purchased from the car rental company. The Town's insurance covers rented vehicles. Employees must obtain a copy of the Town's insurance card from the Town Clerk before departure. Any additional insurance coverage purchased will be at the employee's own expense.

## **5. Public Ground Transportation**

A reasonable and economical method of public ground transportation to/from the hotel and the airport, conference facility, or restaurant is allowed only when necessary and appropriate to the trip.

## **6. Parking**

- Reasonable and economical parking expense is allowed for airport parking. The closest parking to the terminal will usually not be the most reasonable or

economical parking and should not be used.

- Hotel or other public parking expense is allowed.
- Valet parking is not allowed unless required.
- Parking may be paid using the employee's Town credit card, if applicable. Alternatively, the employee may receive reimbursement provided a detailed receipt is submitted; however, it may be difficult to obtain a receipt for parking and provision of a detailed receipt may be waived by the Finance Department.

## **7. Toll**

Toll expenses are allowed, and the employee may receive reimbursement provided detailed receipts are submitted.

## **8. Authorized Expenses: Lodging**

- When lodging is necessary, low to moderately priced hotels and single occupancy hotel rooms are the standard.
- When attending a conference, employees will be expected to stay in the conference hotel at the available specified conference room rates. When a conference offers multiple lodging choices, employees should select the low to moderately priced hotels.
- Lodging is allowed only for the number of nights necessary to attend the conference or event. Extra nights must be at the employee's expense.
- Extra costs in lodging due to employee's guests must be at the employee's expense. These and other personal expenses (personal phone calls, room service, in-room movies, etc.) must be paid for separately using personal funds.

## **9. Authorized Expenses: Meals While on Travel**

- Meals while on travel are an allowed expense.
- Employees may pay for meals using personal funds and then seek reimbursement under the per diem rate method described below or complete the Per Diem and Mileage Reimbursement Request Form to receive funds prior to travel.
- If a Town credit card is used for meals during travel, detailed receipts need to be submitted and amounts need to be equal to or less than the allowed per diem rate method described below.
- Often the conference or travel-related event will provide some or all of the meals. When this occurs, the employee must not seek reimbursement for the portion of the per diem rate related to the provided meal. The decision to eat on your own when a meal is provided by the conference or event is not an allowable expense.

## **10. Per Diem Rate Method**

The Town allows the use of per diem for meals, tips, and incidental expenses. The Town will use per diem rates set by the U.S. General Services Administration (GSA). Reimbursement request forms are provided by the

finance department.

## **11. Reimbursement Request Deadlines**

Employees shall submit reimbursement requests to their Department Head for approval within sixty (60) days after the expense is incurred. Failure to submit reimbursement requests timely could result in the reimbursement being denied.

## **VI. LEAVE**

Extended leave periods taken under this policy may run concurrently with other leave policies.

### **A. Paid Time Off (PTO)**

Paid Time Off (“PTO”) for employees is a single pool of paid hours that may be used at the employee’s discretion for personal days, vacation, medical absences, unexpected emergencies, or any other reason an employee may need. PTO may also be used for any of the following reasons in accordance with the Healthy Families and Workplaces Act (HFWA) (C.R.S. §§ 8-13.3-401 et seq.):

- An employee has a mental health or physical illness, injury, or health condition that prevents the employee from working, including the need to obtain a diagnosis, treatment or medical care for such condition.
- An employee needs to obtain preventative medical care.
- An employee has been the victim of domestic abuse, sexual assault, or harassment leading to health, relocation, legal or other services needs.
- An employee needs to care for a family member to whom any of the above-listed circumstances apply.
- In a public health emergency, a public official has closed the employee’s workplace or the school or childcare facility of an employee’s child.
- Bereavement, or to assist with financial or legal needs after a death of a family member.
- Due to inclement weather, power/heat/water loss, or other unexpected event, the employee must evacuate their residence, or care for a family member whose school or place of care was closed.

Employees are expected to maintain an appropriate PTO balance for use in unexpected emergencies. The rates of PTO accrual exceed the paid leave requirements of the HFWA.

#### **1. Usage**

All absences not covered under another plan must be charged to PTO. Employees may use only time accrued and cannot have a negative PTO balance at any time. PTO is not considered as hours worked for overtime purposes.

#### **2. Accrual of PTO**

PTO hours begin to accrue upon initial employment with the Town and continue accruing during paid time.

The accruals are based on hours worked and paid leave taken. Employees will not accrue PTO during times of unpaid leave. Accrual rates adjust on the employee’s



anniversary date.

The chart below lists accrual rates for full-time employees. Part-time employees accrue PTO on a prorated basis depending on the number of hours worked. Temporary employees are not eligible for PTO but accrue sick leave pursuant to Sick Leave for Temporary Employees (Section VI. B.)

Continuous Years of Service Completed	Hours accrued per hour worked	Hours accrued per pay period	Hours accrued per year	Maximum hour accrual for full-time employees
0 – 12 months	0.065375	5.23	135.98	204
1	0.084625	6.77	176.02	264
2	0.0895	7.16	186.16	264
3	0.094375	7.55	196.30	264
4	0.09925	7.94	206.44	264
5	0.104125	8.33	216.58	324
For each additional year on anniversary date	Hours accrued per hour worked is determined by hours accrued per pay period divided by 80	Hours accrued per pay period increases by 0.39 hours	Hours accrued per year is hours accrued per pay period times 26 pay periods per year.	Maximum accrual for years of service years 5-9. is capped at 324 hours. 10 years or more is capped at 400.

The chart below lists accrual rates for commissioned police officers. Police accrual rates include Town observed holidays.

Continuous Years of Service Completed	Hours accrued per hour worked	Hours accrued per pay period	Hours accrued per year	Maximum hour accrual for full-time employees
0 – 12 months	0.1115	8.92	231.92	300
1	0.13075	10.46	271.96	360
2	0.135625	10.85	282.10	360
3	0.1405	11.24	292.24	360
4	0.145375	11.63	302.38	360
5	0.15025	12.02	312.52	420
For each additional year on anniversary date	Hours accrued per hour worked is determined by hours accrued per pay period divided by 80	Hours accrued per pay period increases by 0.39 hours	Hours accrued per year is hours accrued per pay period times 26 pay periods per year.	Maximum accrual for years of service years 5-9. is capped at 420 hours. 10 years or more is capped at 480.

### 3. Use of PTO

Paid time off must be arranged so that normal operations are disrupted as little as possible. To take time off, employees must make the request, in writing, at least forty-eight (48) hours in advance for approval from their supervisor. Requests will be assessed based on a number of factors, including business needs and staffing requirements. Supervisors may use an employee's seniority as a criterion in scheduling PTO use. Any employee who is ill and cannot perform his or her duties shall notify his or her supervisor with as much advance notice as possible. If an employee separates employment, PTO cannot be applied on the last day of employment.

#### **4. Accrual Limits**

The maximum PTO that an employee can accrue is shown in the chart. Once an employee reaches the maximum accrual, the employee ceases accruing additional PTO. If the employee later uses enough PTO to fall below the maximum, the employee starts accruing PTO again from that date forward until reaching the maximum accrual limit.

#### **5. PTO Payment Upon Separation**

Upon separation of employment, employees receive pay for earned, unused PTO at their regular hourly rate equivalent.

#### **6. PTO Buyback Program**

Employees may sell back PTO each year at a one to one (1:1) ratio (i.e., one (1) hour of PTO = one (1) hour pay at the current pay rate). The following requirements must be met to be eligible for this option:

- The employee must maintain a balance of at least eighty (80) hours of PTO (full-time) or forty (40) hours (part-time).
- The employee must have taken a minimum of forty (40) hours of PTO (full-time) or twenty (20) hours (part-time) during the previous twelve (12) months.
- The employee has not submitted a request for or received PTO Sell-Back in the previous twelve (12) months.

The request form must be received by Human Resources no later than the Friday prior to the pay period end date on which the lump sum payment will be made.

#### **7. Leave-Sharing Program**

This program is to assist employees who are experiencing a medical emergency or major disaster and whose leave bank has been depleted. Employees wishing to assist another employee with a voluntary donation from their PTO bank may do so.

- The employee experiencing a medical emergency or major disaster (as declared by the President of the United States) must complete a leave-sharing request form and must have exhausted their entire Town accrued leave time.
- To be eligible to accept donated PTO, the employee must be employed with the Town for at least 90 days or 520 hours.
- The employee may not receive more than four hundred eighty (480) hours accumulated leave from donors for any one incident or in any calendar year.
- Donated leave will always be donated in hours regardless of the donor's or the recipient's rate of pay.

- In the event the recipient becomes unable to return to their position and submits their resignation of employment, all donated leave in their shared bank will be discontinued.
- Any donated time that is not needed will be returned to donor.

## **B. Sick Leave for Temporary Employees**

In accordance with Colorado law, all Temporary Employees shall accrue one (1) hour of paid sick leave for every thirty (30) hours worked (“accrued leave”) up to forty-eight (48) hours per year. This accrual shall begin on the first day of employment. Unused accrued leave can be carried over from year to year, however, the maximum amount of accrued leave that can be used in any year is forty-eight (48) hours. Use of accrued leave must be taken in not less than one (1) hour increments. Notice of the use of accrued leave must be given as soon as practicable and in advance when the need for leave is foreseeable, such as for a medical appointment scheduled in advance. Accrued but unused leave will NOT be paid out upon termination of employment.

Accrued leave may be taken for the following reasons:

- Mental health or physical illness, injury, or health condition that prevents the employee from working, including the need to obtain a diagnosis, treatment or medical care for such condition.
- Obtaining preventative medical care or medical diagnosis/care/treatment.
- An employee who has been the victim of domestic abuse, sexual assault, or harassment leading to health, relocation, legal or other service’s needs.
- Needs due to care for a family member to whom any of the above-listed circumstances apply.
- A public health emergency, a public official has closed the employee’s workplace or the school or childcare facility of an employee’s child.
- Bereavement, or financial/legal needs after a death of a family member.
- Needs due to inclement weather, power/heat/water loss, or other unexpected event, if the employee must evacuate their residence or care for a family member whose school or place of care was closed.

## **C. Public Health Emergency Supplemental Leave**

All full-time and part-time employees’ accrued PTO and all temporary employees’ accrued Paid Sick Leave shall be supplemented, if necessary, during a Public Health Emergency (“PHE”) as defined in Colorado Revised Statute Section 8-13.3-402(9), so that each employee can take leave during a defined PHE in the following amounts:

1. For employees normally working 40 or more hours in a week, 80 hours of total leave; and
2. For employees normally working under 40 hours in a week, the greater of the number of hours the employee (a) is scheduled for work or paid leave in the upcoming fourteen-day period, or (b) actually works on average in the fourteen days before the declaration of the public health emergency.

Employees may use this supplemental leave immediately upon the declaration of the PHE, until four weeks after the end of the PHE, for the following purposes:

1. Needing to self-isolate due to either being diagnosed with or having symptoms of a communicable illness that is the cause of the PHE;
2. Seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
3. Being excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether actually diagnosed with the illness);
4. Being unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
5. Caring for a child or other family member in category 1., 2., or 3., or whose school, childcare provider, or other care provider is unavailable, closed, or providing remote instruction due to the emergency.

#### **D. Holidays**

This policy applies to full-time, non-commissioned employees. All full-time employees actively at work, or on an approved leave of absence, the day before and day following the observed holiday receive eight (8) hours of holiday leave on the date of observance. Part-time employees scheduled to work 30-39 hours per week may receive holiday pay on a prorated basis depending on the number of hours worked per week. Pay for holidays worked will be paid at one and a half (1.5) times the employee's normal rate of pay.

Holiday leave is not payable upon termination. Holidays falling during periods of PTO leave shall not be counted as PTO time used. Holidays falling on Saturday are normally observed on the preceding Friday. Holidays falling on Sunday are normally observed on the following Monday. For pay purposes, each holiday is the date of observance published.

The Town observes the following fixed holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving – Fourth Thursday and Friday of November
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	

Holiday leave is considered as hours worked for overtime purposes.

Holidays cannot be used as an employment end date.

Employees may request that a Town observed holiday be converted to a floating holiday when there is a business need to work on a holiday. Floating holidays MUST be used by December 31<sup>st</sup> of the year the request was made. There will be no carryover into future years and no payout of floating holidays upon termination. The number of hours used for the floating holiday will be eight (8) per holiday. The request to convert a Town holiday to a floating holiday must be approved in advance of the holiday by the employee's supervisor and human resources.

#### **E. Voting Time**

The Town encourages employees to exercise their voting rights in all municipal, state, and federal elections. The state of Colorado provides mail-in voting to all registered voters. Employees are encouraged to utilize this voting option when possible. Employees who: (i) are registered voters, (ii) lack nonwork hours to vote when polls are open and (iii) are not able to vote either before or after work may take up to two hours off work with pay at a time decided by their supervisor, which time will generally be either at the beginning or end of their shift. Employees shall coordinate such time off with their supervisor before election day.

#### **F. Bereavement Leave**

If there is a death of an employee's immediate family member, the employee may be granted up to one (1) day of bereavement leave. If employees needs to be on extended leave, PTO may be applied. Should out-of-state travel be required, additional leave may be granted, and paid time off applied. An employee's immediate family member, for bereavement purposes, includes the employee's spouse or domestic partner, sibling, parents or stepparents, grandparents, children or grandchildren, stepchildren, legal guardian, foster children, in-laws, and any other member of the employee's immediate household. Bereavement leave will be paid at the employee's regular rate of pay. Bereavement leave will not be considered as time worked for overtime purposes.

#### **G. Domestic Abuse Leave**

An employee is eligible for a leave of absence of up to three (3) working days in any twelve-month period if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse. This leave is only available if the employee is using the leave from work to protect himself or herself. Available PTO or Sick Time may be used for this absence. Please see the Human Resources Representative if you need such leave or for more information.

#### **H. Jury Duty and Witness Leave**

The Town recognizes and encourages employees to perform their civic duty. Employees receive regular pay for the first three (3) days of jury duty if they were scheduled to work and they provide confirmation of juror service. Beginning the fourth (4<sup>th</sup>) day and thereafter, employees, as jurors, are paid fifty dollars (\$50) per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three (3) days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten (10) days (80 hours). Jury duty beyond this time is without pay from the Town and employees may apply PTO.

Employees excused for jury duty shall report to work immediately when dismissed from jury duty or when the jury is not in session during the employee's usual work hours.

An employee who is subpoenaed as a witness in a non-Town matter may take unpaid time off to testify or use accrued PTO for time missed from work. If an employee is subpoenaed as a witness in an official capacity as a Town employee, the approved preparation, court and travel time is computed and compensated as hours worked. A copy of the subpoena may be requested for the employee's request for leave.

#### **I. Military Leave**

An employee who is a member of the National Guard or the Military Reserve Forces of the

United States is allowed a leave of absence without loss of pay or benefits, for training or active service not to exceed three (3) weeks in a calendar year. Employees on military leave may utilize all accrued PTO while on assignment with the military and must provide a copy of the military order to Human Resources. If an employee is inducted into a branch of the U.S. Armed Forces for an extended period, upon returning to the Town after separation from military service, the employee may be re-employed in accordance with the provisions of the law. The Town complies fully with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

## **J. Leave of Absence without Pay**

In special circumstances, a leave of absence without pay may be granted, subject to the approval of the Town Manager. During the employee's absence, the Town may elect to fill the position with temporary personnel.

In order to be eligible for leave without pay, the employee must first use all accrued paid leaves. The employee must submit a written request with the dates that the employee expects to be on leave without pay.

Leave without pay will not be granted for more than three (3) months. If the leave without pay exceeds thirty (30) calendar days, the employee will be responsible for their portion of group insurance premiums beginning on the 31st day. Leave without pay does not guarantee the same position will be available upon the employee's return.

Accrual of PTO will cease while on leave without pay. Holidays, bereavement pay, or jury duty pay will not be granted during any leave without pay.

## **K. Administrative Leave**

At the request of a Department Head or Town Manager, an employee may be removed from the workplace. Administrative leave is granted in order to conduct an investigation or other inquiry into allegations or charges of wrongdoing or violation of any law, rule or policy or where necessary for the safety and welfare of any employee or the efficient operation of the department. Leave under this policy may be with or without pay. Circumstances will be evaluated for pay and if the circumstance seriously undermines the integrity of the Town and its operations, the employee may utilize accrued PTO when placed on leave if available.

## **L. Family and Medical Leave**

Employees may be eligible to take family and medical leave under the federal Family and Medical Leave Act (FMLA).

### **1. Eligibility**

To be eligible for leave, you must have been employed by the Town for at least twelve (12) months immediately preceding the beginning of the leave, and you must also have worked at least 1,250 hours to qualify for FMLA.

Eligible employees may request up to a total of twelve (12) weeks of FMLA leave within a twelve (12) month period. FMLA can be used for:

- The birth of an employee's child or the placement of a child with the employee

for adoption or foster care.

- To care for the employee's spouse, domestic partner, child or parent with a serious health condition.
- The employee has a serious health condition that makes them unable to perform the functions of their job.
- A qualifying exigency that arises because the employee's spouse, child, parent or next of kin is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

## **2. Providing Notice**

You must provide sufficient information regarding the reason for an absence for the Town to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy.

Generally, an application for leave must be completed at least thirty (30) days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, you (or your representative, if you are incapacitated) should give verbal notice as soon as possible, and the application form should be completed as soon as practical.

## **3. Medical Certification Process**

In addition to an application for leave, you will be required to complete a medical certification form when leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. These forms are available from Human Resources and in addition to the short-term disability, if applicable.

Follow up certifications from health care providers may be required under certain circumstances. The Town may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

## **4. Noncontinuous Leave**

Intermittent or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency, as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced scheduled leave must be scheduled with minimal disruption to an employee's job. To the extent possible, medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for yourself, a family member or a covered service member, you may be required to transfer temporarily to an available alternative position offered by the Town for which you are qualified, and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to

equivalent pay and benefits but will not necessarily be assigned the same duties in the alternative position. This provision may also apply if the Town approves noncontinuous leave for the birth of a child or the placement of a child for adoption or foster care.

## **5. Benefit Continuation During Leave**

The Town will maintain your group health plan coverage and certain other employment benefits during your FMLA leave on the same terms as if you had continued to work, if these benefits were provided to you before the leave was taken. You will be required to pay your regular portion of premiums.

Benefits that are accumulated based upon hours worked, such as holiday pay, paid time off, bereavement, etc., will not accumulate or be compensated during the period of FMLA leave.

In certain instances, such as leave without pay, the Town may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.

## **6. Returning to Work**

If the reason for FMLA leave is for your own serious health condition, you will be required to present a fitness-for-duty certification related to the health condition prior to returning to work.

If you wish to return to work before the scheduled expiration of FMLA leave, you must notify the Town of the change in circumstances as soon as possible, but no later than two working days prior to your desired return date.

If you exhaust all leave under this policy and are still unable to return to work, you must notify the Town as soon as possible. Your situation will be reviewed to determine what rights and protections might exist under other Town policies.

Upon return from family or medical leave, you will be returned to the position you held immediately prior to the leave, if the position is vacant. Certain exceptions exist for key employees, as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits and other terms and conditions of employment.

The law provides that an employee on leave has no greater rights than the employee would have had if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

## **7. Military Caregiver Leave**

The FMLA also allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces, National Guard or Reserves or of certain recent veterans with a serious illness or injury, up to twenty-six (26) weeks of unpaid leave within a twelve (12) month period to care for the injured or ill service member or veteran. A “serious illness or injury” is generally an injury or illness incurred



by the covered service member in the line of duty on active duty (or that existed *before* the beginning of the member's active duty and was aggravated by service in the line of duty on active duty) that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating.

## **8. Qualifying (Military) Exigency Leave**

The FMLA also provides for up to twelve (12) weeks of unpaid leave within a twelve (12) month period when an eligible employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces. "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation. The leave may also be extended to the family members of certain retired military. This leave may be used to take care of such things as childcare or financial and legal arrangements necessitated by the deployment of the family member.

## **9. Military Family Leave Certifications**

When leave is taken to care for a covered service member with a serious injury or illness, a spouse, child, parent or next of kin may take up to twenty-six (26) weeks of unpaid FMLA leave during a single twelve (12) month period. Eligible employees are limited to a total of twenty-six (26) workweeks of FMLA-protected leave during that twelve (12) month period. For example, an employee cannot take twenty-six (26) workweeks of FMLA leave to care for a covered service member and then take twelve (12) more weeks for other FMLA qualifying reasons.

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form when leave is for a qualifying exigency. A copy of the military member's active-duty orders or other military documentation may also be required to substantiate your need for FMLA leave.

If you request leave to care for a covered service member with a serious injury or illness, you will be required to complete a medical certification form, which must be signed by the service member's health care provider. The certification form will request additional information, such as information regarding the relationship between you and the covered service member, to substantiate your need for FMLA leave.

# **VII. EMPLOYEE CONDUCT**

## **A. Public Contact**

Employees will treat all members of the public with courtesy and respect regardless of how difficult the circumstances. The Town strives to make every effort to be receptive to citizen comments and concerns and to provide any reasonable amount of information or explanation upon request. All employees are deemed to be "ambassadors" of the Town and should conduct themselves accordingly. When dealing with any complaints, employees should remember that the matter is important to the citizen, and it deserves a prompt and courteous response.

## **B. Contact with Law Enforcement**

Employees are reminded that they represent the Town at all times and are required to abide by all Municipal, State, and Federal laws and regulations. Employees must report any contact with law enforcement, other than a minor traffic violation such as a speeding ticket. All other tickets or pending criminal charges must be reported to Human Resources within twenty-four (24) hours following the contact with law enforcement.

## **C. Conflict of Interest**

The Town expects all employees to conduct themselves and Town business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests. Employees are expected to avoid situations involving an actual or potential conflict between the employee's personal interests and the interests of the Town. Both the facts and the appearance of conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with Human Resources for clarification.

## **D. Acceptance of Gifts**

To prevent the perception of persuasion, no public employee either directly or indirectly can be the beneficiary of a gift or thing of value greater than seventy-five dollars (\$75) in any calendar year. This value is in effect as of 2023 and is adjusted every four (4) years by the State of Colorado Independent Ethics Commission. This policy applies to gifts given to the employee, employee's spouse or dependent child(ren).

## **E. Outside Employment**

Employees may engage in outside employment provided it is not a conflict of interest, in no way interferes with the employee's work for the Town, and it does not represent a conflict with applicable laws related to pay and work schedules. Employees must notify Human Resources of any outside employment that may be a conflict of interest. Employees must be able to work as scheduled by the Town and be available for overtime, with or without notice. Any employee employed in a second job or engaged in a position of self-employment will not conduct any activity relating to that position during Town work hours nor will they use Town supplies or equipment to conduct such business. Violation of the provision of this policy may be subject to disciplinary action.

The Town Manager reserves the right to restrict outside employment for any employee.

## **F. Nepotism**

The Town prohibits direct or indirect supervision by another relative. A relative may not be in a position that audits, verifies, receives, or is entrusted with money received or handled by another relative. No employee may work in a department that handles confidential matters involving a relative of that employee, including central payroll and personnel records.

A "relative" in this context is defined as the employee's spouse, domestic partner or fiancée, child, stepchild or grandchild, parent, grandparent, sibling, half-brother or half-sister, or any of those relationships arising through adoption or marriage, or any other member of the

employee's immediate household.

No person shall be hired, promoted, demoted, or transferred to a position which would result in them being supervised by or supervising an individual with whom they are involved in a dating relationship. A "dating" relationship is defined as a relationship that may be reasonably expected to lead or has led to the formation of a consensual romantic or sexual relationship. This policy applies to all employees regardless of gender or sexual orientation of individuals involved. Failure to follow this policy may result in disciplinary action.

## **G. Personal Business**

Personal business should be conducted either before or after work. Personal phone calls, emails, and texts are discouraged during working hours. More than infrequent conducting of personal business during working hours is prohibited.

## **H. Inspections and Searches**

The Town reserves the right to conduct searches and inspections of any Town-owned property without notice and employees have no expectation of privacy in such property. This may include offices, computers, e-mail, cell phones furnished by the Town or reimbursed for by the Town, files, desks, lockers and vehicles. Such property may also be searched in an effort to retrieve or to discover evidence of work-related misconduct if there is reason to suspect such evidence exists. Any employee who refuses to submit to a search may be subject to disciplinary action.

## **I. Solicitation**

No solicitation of any kind or distribution of literature for any purpose shall be permitted on Town property, unless approved by the Town Manager or his or her designee.

## **J. Political Activity**

Employees are encouraged to participate in the electoral process and support the political candidates of their choice. Employees are free to engage in political activity associated with Town, county, state and federal campaigns, but must do so on their own time, with their own resources, off of Town premises and without giving the impression that their activity is being endorsed by the Town. The Town's operations and deliberations are impartial, and every effort is made to eliminate improper influence. No employees shall be compelled to contribute any money to any political party, club, union or association.

While on work time, an employee may not publicly support any candidate for office, circulate any petitions for such office, distribute campaign literature or display campaign paraphernalia. Employees are also to refrain from efforts to convert others to a political cause during work hours.

No supervisor will, in any way, coerce an employee to campaign for or against any candidate or issue.

Employees who choose to run for political office must do so on their own time and the Town's premises cannot be used for political campaigning. If an employee seeks to become a candidate for an elected Town office, the employee must submit a request for a leave of

absence commencing on the date of the filing and ending on the day following the election. If elected, the employee is deemed to have voluntarily resigned their employment with the Town as of the day he or she is sworn in.

## **VIII. AT-WILL EMPLOYMENT AND DISCIPLINE**

### **A. At-Will**

The Town is an AT-WILL employer. The Town expects all employees to perform their job duties to the highest degree of professional and business standards at all times. It is the Town's discretion to impose any corrective action or discipline it may deem appropriate. Action taken by management with respect to one individual case does not establish a precedent in another circumstance. The Town does not intend to create any expectation that an employee will be assured of a specific form of corrective action or discipline, such as, a verbal or written warning, counseling, performance plan or imposing an administrative leave with or without pay.

### **B. Reasons for Disciplinary Action**

When performance or other behavior falls short of Town standards or expectations, management may take appropriate action to correct or resolve the situation. Disciplinary action can range from an informal discussion with the employee about the matter to immediate termination.

The Mead Police Department has separate procedures regarding discipline which comply with this document. Police Department employees will be made aware of the specific procedures as part of their departmental orientation.

The Town Manager, Department Head, or Human Resources may recommend and administer a means of corrective action or discipline that is consistent with the type and severity of the cause for the action. The action taken may affect an employee's current pay, status or terms of employment as follows, and as may be further defined in Section XIII of this Handbook:

#### **Corrective Action**

- Verbal Counseling – Supervisors verbally counsel employees regarding their work or performance.
- Written Reprimand – A written document issued by a supervisor indicating the specific reason(s) for the reprimand, as well as the steps and measures that must be taken to correct the conduct and performance issue.
- Performance Improvement Plan (PIP) – A written plan that identifies performance standards and provides an action plan with attainable goals allowing an employee to meet identified expectations.

#### **Disciplinary Action**

- Demotion – Placing of an employee in a position having lesser duties, responsibilities and pay.
- Suspension – An involuntary removal from the work site for a specified period of time with or without pay.
- Termination – Separation from employment with the Town.

## **C. Problem Resolution**

Employees who disagree or are dissatisfied with a Town practice should promptly discuss the matter with their immediate supervisor, when appropriate. Normally, this discussion should be held within three (3) to five (5) days of the incident, or in a timely manner. Discussions held in a timely manner will enhance the Town's ability to resolve concerns while the matter is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the immediate supervisor, then employees are encouraged to follow the process described below. With the exception of matters pertaining to disciplinary action, performance evaluation or failure to grant a step or salary increase, an employee may file a complaint using the process below.

### **Complaint Process**

Eligible employees may submit a complaint according to the following process:

1. An eligible employee may submit a written complaint to the next level of supervision within seven (7) calendar days of the notice of the immediate supervisor. The supervisor at this level and the employee shall attempt to resolve the matter. The supervisor shall notify the employee in writing of the supervisor's decision within seven (7) calendar days of receipt of the complaint.
2. If the complaint is not settled at this level to the satisfaction of the employee, and the employee wishes to pursue the matter, the employee shall continue consistent with the procedure outlined, above, to present the complaint to successive levels of supervision, up to and including the Town Manager. The decision of the Town Manager shall be final in the complaint process.
3. In the event that an employee's complaint does not involve the employee's respective supervisors, the written complaint, upon concurrence of the Town Manager, shall be submitted directly to the Department Head of the employee's department, who shall notify the employee of the decision within seven (7) calendar days of receipt of the complaint. However, such complaint, in order to be considered by the Department Head, shall be submitted to the Department Head within fourteen (14) calendar days of the occurrence of the aggrieved action. The decision of the Department Head may be appealed directly to the Town Manager, whose decision shall be final.
4. The Town Manager may be requested to be involved at any stage of the complaint process by either the employee or the Department Head.

### **Effect of Failure to Follow Process**

If the employee fails to proceed to successive levels of supervision within the time period specified, the employee shall be conclusively deemed to have waived and abandoned the complaint. The time limits specified in this complaint process may be extended by mutual consent between the employee and the supervisory level concerned.

### **Separation from Employment**

If any eligible employee separates from employment with the Town for any reason, any complaint previously filed by the employee which is in process at the time of separation shall be terminated, with the exception of any pay-related or benefit-related complaint.

## **IX. SEPARATIONS**

### **A. Resignation**

In order to leave Town service in good standing, a written resignation stating the reason for leaving and the last day of work should be given to the supervisor. Employees are encouraged to give as much notice as possible to ensure that Town services are not interrupted.

### **B. Retirement**

Employees may retire at any time without prior notice to the Town. However, the Town requests that employees who intend to retire from the Town notify their immediate supervisor or Human Resources at least four (4) weeks prior to the anticipated retirement date and assist with the orderly transfer of the functions and duties of the retiring employee to another.

### **C. Medical, Dental and Vision Insurance**

Upon separation, the employee's medical, dental and vision insurance is terminated at the end of the month of separation. The employee may have the option of continuing medical, dental and vision insurance coverage at the employee's expense in accordance with the federal COBRA legislation provisions.

### **D. Life Insurance**

The employee's life insurance through the Town is terminated on the date of separation or, at the employee's request and expense, it may be transferred and continued by the employee.

### **E. Deferred Compensation**

Upon separation, the employee is eligible to withdraw both the employee and Town's contribution as defined in the Plan Documents.

### **F. Final Paycheck**

The final check for employees who resign or retire from their employment with the Town will be processed in the next normal pay period. Final paychecks will be direct deposited or mailed unless the employee makes other arrangements. In the event an employee's employment is involuntarily terminated, the final check will be processed on the next normal pay date pursuant to state law.

An employee leaving Town employment is responsible for notifying Human Resources of any change in address so that subsequent documents can be appropriately forwarded.

### **G. Death of Employee**

Upon the death of an employee, all accrued salary and PTO will be paid at their current rate of pay directly to the beneficiary designated on the employee's Town paid life insurance designation forms. Proceeds from eligible benefit plans will also be paid as designated on the employee's beneficiary forms.

## **X. EMPLOYEE HEALTH AND SAFETY**

### **A. Safety**

It is the policy of the Town that the safety of its employees and the public is of the utmost importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt should be made to prevent accidents from occurring. The Town requires that its employees work safely and comply with all applicable safety standards.

Visitors may not roam Town facilities without supervision. Visitors or strangers who enter a Town facility should be approached respectfully and their business ascertained. Visitors must not interfere with or unduly burden Town operations.

Employees are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. If possible, the employee or supervisor will immediately correct the identified unsafe condition or practice. Supervisors should communicate these conditions and practices to the safety coordinator, who will determine the appropriate course of action.

Senior management is actively involved with employees in establishing and maintaining an effective safety program. Our safety coordinator and other members of our organization participate with employees in ongoing safety and health program activities.

#### **Employer Goals:**

- Provide a safe workplace
- Provide safety and health education and training
- Review and update workplace safety rules
- Keep accurate and complete records

#### **Employee Expectations:**

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear required personal protective equipment
- Abide by the Town's policies and safety rules

### **B. Cellular Phones**

The Town is committed to promoting driving safety by encouraging the safe use of cellular telephones. Colorado State Law prohibits texting and the use of cell phones while driving with limited exemptions for emergencies and use by public safety workers. While the Town recognizes that there often is a business need to use cell phones, safety must be the priority. If an employee needs to make a phone call while driving, the individual should find a proper parking space first, unless a state exemption applies. Exercise extreme caution while using wireless electronic devices to prevent distracted driving, and only if permitted by Colorado law.

### **C. Workers' Compensation**

To provide for payment of an employee's medical expenses and to facilitate partial salary payments in the event of a work-related injury, illness, or exposure, employees are covered by

Workers' Compensation insurance. The amount of the benefits payable, and the duration of the payments, is determined by the Colorado Workers' Compensation statute. The Town carries insurance to cover the cost of a work-related injury, illness, or exposure. Benefits help pay for an employee's medical treatment and may include part of income the employee may lose while recovering. Detailed information will be given to the employee if he / she is injured on-the-job or suffers an occupational illness.

### **1. First Report of Injury**

Any work-related injury, illness or exposure must be reported immediately to the employee's supervisor, including any injuries that do not require medical treatment. The employee and his or her supervisor or designee must complete the form entitled "First Report of Injury." The completed form must be sent to Human Resources within twenty-four (24) hours of the injury, onset of illness, or exposure. Strict compliance with these reporting procedures ensures that the Town can assist the employee in obtaining appropriate medical treatment. Failure to report promptly any accident involving injury will not be tolerated.

### **2. Required Medical Treatment**

If medical treatment is required, the employee should notify his or her supervisor, who will make arrangements for the employee's transport to either the Town's designated medical care provider, or, if the situation warrants, to the emergency room of the closest appropriate facility. Medical treatment may be obtained only from the Town's designated medical care providers. When the designated medical care provider is not available, the nearest medical facility may be used. In the case of a life or limb threatening emergency, or if an employee is outside the Denver metropolitan area on Town business, the employee should go to the nearest emergency medical facility for treatment. Notwithstanding the previous situations, if the employee fails to obtain treatment from a designated physician, the employee may be responsible for the cost of the medical treatment that is obtained.

The employee should advise the treating physician that he or she will be making a workers' compensation claim so that the appropriate forms can be completed. The employee will be provided with a copy of the attending physician's form that will include the physician's diagnosis, and a return-to-work release listing any work restrictions or time off requirements.

## **D. Alcohol and Drugs**

The Town is a drug-free workplace as required by the Drug-Free Workplace Act. It is both the Town's and each employee's responsibility to maintain such an environment. As required by the Drug-Free Workplace Act, as a condition of employment, each employee must notify the Town in writing of his or her conviction, or pleading of guilty or no contest, for a violation of a criminal drug statute not later than five (5) calendar days after such conviction. Upon notification of any such conviction or plea, the Town will take action in compliance with the Drug-Free Workplace Act and Regulations.

Colorado's marijuana laws, medical and otherwise, provide employers with the right to have and enforce their drug policies with respect to marijuana. Currently marijuana is a Schedule I controlled substance under the Controlled Substances Act of 1970. As such, any use of



marijuana, medical or otherwise, is against Federal law.

Be advised that a positive drug test for marijuana constitutes a violation of the Town's drug and alcohol policy and may lead to an applicant not being employed or a current employee being subject to disciplinary action.

When an employee must take prescription or over-the-counter drugs, the employee must ask the medical professional or other authorized health care practitioner if the drug has any side effects which may impair the employee's ability to safely or productively perform the employee's job duties. If there is potential impairment of the employee's ability to work safely or productively, the employee must report this information to their supervisor. With input from the employee, the Town will determine if the employee should work in his/her regular job, be temporarily assigned to another job or placed off-work. Any violation of this policy will result in disciplinary action.

Employees paid to be "on-call" shall not consume alcohol or drugs during "on-call" hours. Whether off duty or "on-call," it is the employee's responsibility when called back to work to advise the supervisor of his/her fitness for duty. It is a violation of this policy for an employee to return to work in an apparently intoxicated condition or to fail to advise their supervisor of their impaired condition.

Under the Town's drug policy, any conduct involving illegal drugs or controlled substances, as defined by State or Federal law, can result in disciplinary measures.

This policy applies to all Town employees except where a provision is limited to employees required to possess a Commercial Driver's License (CDL) or employees performing a safety sensitive function.

## **Reasons for Testing**

### **1. Pre-employment**

All persons seeking employment with the Town shall undergo post-offer, pre-employment drug testing. Applicants will be informed that as a condition of employment they must pass a drug-screening test. Applicants who refuse to submit to testing will not be hired.

### **2. Reasonable Suspicion**

Reasonable suspicion means that the actions, appearance or conduct of an employee, while on-the-job, are indicative of the use and/or presence in the employee's body of a controlled substance or alcohol. Reasonable suspicion is based on specific, contemporaneous, articulable observations concerning the appearance behavior, speech or body odors of the employee.

If reasonable suspicion exists to believe that an employee, while on-the-job, is impaired by alcohol or illegal drugs, a supervisor, the Department Head, Human Resources or the Town Manager may require the employee to submit to testing. Reasonable suspicion may be based on the following or on other facts and circumstances:

- Witnessed by at least one (1) supervisor and corroborated by another supervisor or manager, if available, of the employee's unusual demeanor, appearance or conduct, or irrational behavior (e.g., slurred speech, lack of balance, excessive

- aggressiveness, docility, or drowsiness), smell of alcohol or illegal drugs.
- Suspected possession of or use of alcohol or illegal drugs on-the-job.
- Difficulty in performing or inability to perform normal job function.

The Town will arrange to transport the employee to the testing site and will arrange for the employee's transport home. An employee who is suspected of drug or alcohol use shall not be allowed to return to work while awaiting the results of testing. If the employee holds a CDL license, the employee may not drive a commercial vehicle until results are received and confirmed negative.

### **3. Post-Accident**

An employee must submit to drug and alcohol testing after an on-the-job accident. An accident for purposes of this policy is defined in which:

- A person dies or requires medical treatment;
- Property damage is estimated at greater than \$1,000; or
- The accident involves a motor vehicle accident.

The term "motor vehicle accident" includes an accident which involves either a Town vehicle or the employee's personal vehicle during the course of performing Town job duties and results in:

- A fatality or bodily injury to anyone;
- A citation, tow away, or injury related accident; or
- Property damage sustained while using a Town vehicle or personal vehicle for business.

Employees must immediately contact their supervisor or Human Resources to report any accident or police citation. The Town will arrange to transport the employee to the testing site and will arrange for the employee's transport home. The employee shall not be allowed to return to work while awaiting the results of testing. HR will notify the employee when return to work is approved.

### **4. Random Testing**

Random testing applies to all employees who are required to hold a CDL in order to perform their job for the Town and may apply to employees performing a safety sensitive function. Employees will be subject to controlled substance testing and alcohol testing at any time on a random basis as a term and condition of employment. Upon being notified of selection, the employee must immediately proceed to the testing site.

Random testing will be spread reasonably throughout the year and will be unannounced to ensure that no employee receives advanced knowledge of the time of testing. All employees will have an equal chance of being selected each time a random selection is made.

An employee shall only be tested for alcohol while performing safety- sensitive functions, just before performing safety-sensitive functions, or just after performing such functions. Safety sensitive functions include but are not limited to:

- All time at the Town or on any public property, waiting to be dispatched unless

the employee has been relieved from duty by the Town;

- All time inspecting equipment as required by the law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

### **Definition of Policy Violations**

Alcohol: Any employee who is tested as having two one-hundredths (0.02) or more grams of alcohol per one hundred (100) milliliters of urine or per two hundred ten (210) liters of breath, will be deemed impaired by alcohol.

Drugs: Any employee testing positive for an illegal drug will be deemed to have illegally used drugs.

### **Voluntary Treatment**

An employee may enter into a drug or alcohol rehabilitation agreement with the Town if, prior to referral for a drug or alcohol test under any of the circumstances outlined in the policy, the employee advises the Town that the employee has a drug or alcohol problem and requests a rehabilitation agreement.

### **Refusal to Submit to Testing**

An employee who refuses to submit to drug and alcohol testing in compliance with this policy shall be deemed to have tested positive for illegal drugs or to be impaired by alcohol on-the-job. Refusal to submit to testing includes any of the following:

- refusal to appear for testing,
- failure to remain at the testing site until the testing process is complete,
- failure to provide a urine specimen,
- in instances of observed or monitored collection, failure to allow observation or monitoring,
- refusal to sign the testing form,
- failure to provide adequate breath,
- failure to take a second test as directed,
- otherwise fail to cooperate in the testing process,
- perform any actions which prevent the completion of the test,
- a test result reported by the MRO as a verified adulterated or substituted test,
- inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation,
- failure to undergo a medical examination or evaluation when directed,
- tampering with, attempting to adulterate, adulteration or substitution of the specimen,

- or interference with the collection procedure,
- not reporting to the collection site in the time allotted; or
- leaving the scene of an accident without a valid reason before the tests have been conducted.

## **Results of Drug and Alcohol Use**

Any employee found to be impaired by alcohol on-the-job, using illegal drugs or testing positive for illegal drugs may be subject to disciplinary action.

### **E. Driving on Behalf of the Town**

Drivers must possess a current, valid driver's license before operating a Town vehicle or driving a personal vehicle on behalf of Town business. If the driver has recently moved to Colorado from another state, the driver must obtain a Colorado driver's license within thirty (30) days of moving to Colorado to continue driving Town vehicles pursuant to State law. It is the responsibility of any Town employee to provide an annual records release waiver to allow the Town to verify his or her driver's license status, and to maintain auto liability coverage as required by law. The driver must always have his/her license in their possession while driving the vehicle. All operators must be licensed in the class of vehicle operated.

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. The Town expects employees to drive in a safe and courteous manner, following all motor vehicle laws, as well as, all safety rules. Additional driving safety requirements are provided in the Motor Vehicle Section (Section V. J.)

### **F. Public Health Emergency Whistleblower Law (PHEW)**

The Town will not discriminate, take adverse action, or retaliate against any employee based on the employee, in good faith, raising any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety to the Town, other workers, a government agency or the public if the Town controls the workplace conditions giving rise to the threat or violation.

The Town will not require or attempt to require an employee to sign a contract or other agreement that would limit or prevent the employee from disclosing information about workplace health and safety practices or hazards or to otherwise abide by a workplace policy that would limit or prevent such disclosures.

The Town will not discriminate, take adverse action, or retaliate against an employee based on the employee voluntarily wearing the employee's own personal protective equipment (PPE), such as a mask, faceguard, or gloves, if the personal protective equipment:

1. Provides a higher level of protection than the equipment provided by the Town;
2. Is recommended by a federal, state, or local public health agency with jurisdiction over the Town; and
3. Does not render the employee incapable of performing their job or prevent an employee from fulfilling their duties.

The Town will not discriminate, take adverse action, or retaliate against an employee based on the employee opposing any practice he or she reasonably believes is unlawful under PHEW or for making a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing as to any matter the employee reasonably believes to be unlawful under

PHEW.

Without limiting an employee's rights under PHEW, an employee shall send a written notice of their complaint to the Human Resources Department or the Town Manager. The Town will thereafter investigate and, if appropriate, address each such safety concern.

For purposes of this section, an "employee" may include an independent contractor as provided in PHEW.

## **XI. Communications Systems**

### **A. Computer & Information Technology Usage**

This policy outlines the rules and responsibilities for users of the Town computers, software, cell phones and information technology. The Town owns the information technology resources that it provides or reimburses to Town employees and other users who have a responsibility to use these resources ethically and for professional purposes. Computer usage may be monitored at any time and all files, documents, and correspondences may be subject to the Colorado Open Records Act.

Users shall:

- Use technology resources to assist them in performing their assigned jobs since the use of the Town's computer, messaging, and internet resources is intended for Town business only.
- Comply with all general personnel policies governing employee behavior while using computers and computer systems.
- Only use approved and properly licensed software.
- Ensure that equipment, systems and data are stored securely.
- Utilize computers, computer systems and cell phones to further work goals.
- Avoid practices which are wasteful of storage or processing capacity.
- Understand that any information created or stored on a Town computer or device is Town property and may be reviewed by Town personnel and there is no expectation of privacy.
- Refrain from excessive use of Town equipment for non-business-related purposes. It is generally accepted that occasional, personal communications, such as phone calls or emails, are carried out. Excessive use, as determined by management, is not permitted.

Users shall not:

- Download or install their personal copies of software on devices provided by the Town, including shareware, without permission of Information Technology;
- Introduce data into the system that does not serve a legitimate business purpose; or
- Use Town computers, cell phones or systems in any way that is: illegal, disruptive, threatening, harassing, demeaning, obscene, profane or otherwise offensive.

The Town maintains confidential employee and customer records. Privacy must be fully protected when records with potentially identifiable information are accessed for Town purposes. Software and access rights intended to protect confidentiality must not be modified in any way by unauthorized staff.

Users shall:

- Use passwords, which are regularly changed, to properly protect data and system

integrity.

- Only access or change systems and data as authorized.
- Only acquire, use, alter or dispose of data with proper authorization.

Users shall not:

- Use another individual's user ID nor disclose their confidential access to non- Town personnel.
- Violate the confidentiality of data or systems.
- Use software or hardware that jeopardizes the security or integrity of the network or Town data.
- Retain messages or files that do not have a business purpose (as defined by the appropriate record retention schedule).
- Store information in a manner that creates a burden to a computer or the network.

Any employee engaging in improper use of computer and information technology may be subject to disciplinary action.

## **B. Electronic Mail Communication**

Electronic Mail ("e-mail") is used as part of the everyday business of the Town. All e-mail correspondence must comply with standards and policies regarding professional conduct. All electronic files associated with e-mail communication will be kept and maintained by the Town within its computer facilities in accordance with the Town's record retention policy. Regardless of how long an email must be retained, employees should sort, file and/or delete emails, as appropriate, in an on-going weekly basis. Email should not be used as a filing system. Emails with enduring long-term administrative, policy, legal, fiscal, or historical value should be saved to the network drive or printed and added to the appropriate file.

The Colorado Open Records Act ("CORA") applies to all e-mail communication kept or maintained by the Town. As such, each email communication document may be subject to inspection and copying, as provided in CORA. Therefore, e-mails unrelated to Town business should be kept to a minimum.

## **C. Media Relations**

Dissemination of accurate information is a priority. The Town Mayor, Town Manager, or Public Information Officer will serve as the liaison for media inquiries. All news releases must be approved by the Town Manager prior to being released.

When contacted by representatives of the media, employees must contact the Public Information Officer or Town Manager immediately and should not speak directly to the media.

## **D. Social Media**

The Town has implemented the following social media platforms: Facebook, Twitter, LinkedIn, Instagram and YouTube, with possible expansion into additional platforms. Social media accounts shall not be created, nor shall additional platforms be implemented, without approval by the Public Information Officer (PIO) or Town Manager.

Elected officials and Town employees who engage in personal use of social media outside of work may not use the trademark, logo, or name of the Town or that of any Town department or program, nor may they use their affiliation with the Town in association with that personal use. Elected officials and Town employees may not speak as representatives of the Town in the course of their personal use of social media. In cases where an individual's personal use of social media may be perceived as being on behalf of the Town, such as if an individual identifies themselves as a Town official or employee or is widely known to be a Town official or employee, that individual shall include a visible disclaimer on their account to inform other users that their opinions are their own and do not represent those of the Town of Mead. The Town Manager shall be charged with interpreting this provision for all Town employees. An employee's personal use of social media that is business-related may subject that employee and their personal account to this Policy and all other Town policies, including the employee Handbook. Employees are advised that their conduct on social media may reflect on their fitness to perform their jobs.\

All Town-sponsored social media accounts, pages, and their content are the property of the Town, regardless of which department or staff member creates, manages, or contributes to the content or what equipment is used to produce the content. As a result, the Town reserves the right to access, review, edit, remove, and disclose any such information at any time and without notice as required to maintain the integrity of its communications and information technology functions.

All comments and replies posted on any Town of Mead social networking tool, blog, or page are subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, et seq. The Town may use third-party services for archiving purposes. All information found on these pages or disseminated through a web application tool like Facebook are capable of being reprinted in newspapers, magazines, online or any other media format.

The Town of Mead encourages comments, concerns and questions regarding any of the topics on its social media pages. The Town encourages all commenters to engage in civil discourse and to be respectful of members of the community in their comments.

The Town of Mead reserves the right to deny access to its social media sites to any individual who violates this policy, at any time and without prior notice, upon consultation with the Town Attorney.

Employees who do not comply with this policy may be subject to appropriate discipline in accordance with Town policies, as applicable.

## **XII. MISCELLANEOUS PROVISIONS**

### **A. Town Property**

Town employees must not use or permit the use of Town owned or leased property or facilities, vehicles, equipment, materials or Town personnel or Town contractors for personal use. The

appropriate Department Head may approve use of equipment by employees to improve occupational skills. Systems, procedures, reports, equipment and information developed by, or on behalf of, the Town, whether by its employees or by other persons are the sole property of the Town and must not be given or loaned to or shared with any other person, company or organization without the written permission of the Department Head.

Town equipment is provided to employees for them to efficiently complete their job. While accidents can happen and Town equipment may become damaged, this can result in unnecessary costs to replace the equipment, as well as employee downtime while waiting on the replacement equipment. Employees are to use extreme care with all Town equipment to avoid damage to Town property. If there is a clear indication that Town equipment was damaged as a result of an employee's negligence or inappropriate use or actions, the employee will be reprimanded.

Items that are for individual employee's use, such as an I.D. card, uniforms, cell phones, keys and similar items, must be returned upon the employee's separation or disciplinary suspension. Employees are responsible for the proper care and use of all Town property used or in their possession.

## **B. Personnel Records**

Certain individual personnel records are closed for inspection to the public according to Colorado Revised Statute Section 24-72-101, et seq. The employee, the employee's supervisor, the Town Manager or designee, legal counsel for the Town and Human Resources have access to individual employees' personnel files. No personnel files, or portion thereof, will be removed from Human Resources without the specific authorization of Human Resources.

Requests for employee information are often made by various organizations or individuals for information about past and present employees. All requests for information about employees are to be directed to Human Resources, who will not release any information, except as required by State law, without the written authorization of the employee. It is assumed that employment verifications have been authorized by the employee in the cases of application for credit or employment, thus information regarding date of hire and/or separation and salary levels, as appropriate, may be released. Numerically based performance- rating sheets are released only as required by State law. Additional, specific information relating to Town employment will be released only with written authorization by the employee.

Employees should immediately notify the Human Resources Representative when they have had a change to their name, residence, telephone, marital status, birth or death of a dependent, insurance changes, tax exemptions, or emergency contact.

## **C. Bulletin Boards**

The Town maintains bulletin boards throughout its facilities. These boards are one of the places where notices may be posted. Special notices and other information from the Town are posted and it is to the employee's advantage to consult these boards regularly.

## **D. Driver's License**

Town employees must hold a valid Colorado driver's license, or Commercial Driver's License



(CDL) if required Employees must report any changes to the status of their driver's license immediately to their supervisor and Human Resources.

It is the responsibility of any Town employee to provide a records release waiver to allow the Town to verify his or her driver's license status annually, and to maintain auto liability coverage as required by law.

## **E. Professional Certifications**

Many positions require specific certifications or licenses, and employees in such a position must comply with any requirement(s). Employees are encouraged to engage in their own career development and should request to attend trainings and certifications that support growth in their positions and for their department at the Town. Supervisors will approve or deny requests based on budgetary constraints and the professional development results provided to the Town.

A record of such will be maintained in each personnel file. Employees must report any changes to the status of these certifications immediately to their supervisor. Loss of the proper certifications may result in termination.

## **F. Tuition Reimbursement**

The purpose of the Tuition Reimbursement Program is to provide educational opportunities to employees who wish to further their education and enhance their skills to better perform their job. Employees who intend to participate in the Tuition Reimbursement program should advise their Department Head or Human Resources as far in advance as possible so that budgetary considerations may be made for the following fiscal year.

The Town provides tuition reimbursement to all full-time employees who have been employed with the Town for at least one (1) year. The Town will reimburse employees up to three thousand dollars (\$3,000) per fiscal year, contingent upon availability of funds, after the supporting documentation of grades and expenses have been submitted to Human Resources.

A Tuition Request and Reimbursement Agreement must be filled out and approved by the Department Head. The form must then be submitted to Human Resources for final approval prior to the first day of class.

After the class has been successfully completed, all receipts and final grade must be submitted to Human Resources. At that time, the request will be processed for payment. The amount of reimbursement is dependent on the grade that was received:

<u>GRADE</u>	<u>AMOUNT REIMBURSED</u>
C or above	100% reimbursed
D or below	0% reimbursed
Pass/Certificate of completion	100% reimbursed

Reimbursement can be for tuition, books and related course fees paid less any amounts received by other sources such as scholarships, grants, veteran's programs, US military reserves, or other aid programs. Costs associated with supplies, parking, travel or other expenses are not eligible for reimbursement.

This policy applies to semester, quarter, or on-line coursework which is offered by accredited junior colleges, colleges, universities, or business/professional/trade/technical schools that is directly applicable to an employee's current position. It is not intended to be used for short seminars, one day or week courses, certifications, or conferences. Classes will be approved on an individual basis.

### XIII. DEFINITIONS

**Anniversary Date:** This date may be the date of hire or the date of last promotion or transfer, if applicable and used to schedule performance reviews.

**Board:** The Board of Trustees.

**COBRA:** The Consolidated Omnibus Budget Reconciliation Act of 1985 provides people the right to buy continuing health insurance after termination through their former employers.

**Compensatory Time:** Alternative methods of compensation for time worked in excess of the scheduled work period (may be a day or a week), pursuant to the Fair Labor Standards Act (FLSA).

**Corrective Action:** The counseling or reprimand of an employee for the purpose of communicating areas that require improvement in the employee's conduct or performance. Corrective action may be a step of disciplinary action, which may or may not result in termination.

**Date of Hire:** The date an employee begins work at the Town and upon which all benefits are based.

**Demotion:** The movement of an employee from a position in one class to a position in another class, having a lower maximum salary rate than the original class, or the movement of an employee to a lower salary in the same class.

**Department Head:** An individual who is regularly responsible for directing and managing the overall operations, and having the authority to recommend transfer, suspension, lay off, promotion, or discharge; assign, reward or recommend discipline within the department.

**Disciplinary Action:** Documented verbal warning, written reprimand, suspension, demotion, dismissal, or any other documented action taken in a disciplinary manner involving an employee.

**Employee:** A person in a paid position with the Town who is present for services or work performed on a non-contractual basis, or who is on a leave of absence without pay that has been approved by the Department Head. This definition includes all full-time, part-time, and temporary employees. This definition excludes elected municipal officials, independent contractors, all volunteer personnel and retirees from the Town.

**Employees-Exempt:** An employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). An exempt employee is not eligible for overtime compensation.

**Employees-Nonexempt:** An employee who is "not exempt" from the provisions, specified by the Fair Labor Standards Act (FLSA). A non-exempt employee is eligible for overtime compensation.

**Employee Part-Time:** An employee who has been hired to a part-time authorized classified position of the Town, who is authorized to work less than forty (40) hours as assigned on a regular basis during the designated work week.

**Employee Full-time:** An employee who has been hired to a full-time authorized classified position of the Town, who is authorized to work at least forty (40) hours as assigned on a regular basis during the designated work week.

**Employee-Temporary:** An employee who has received employment for a period of time not to exceed one year, who is not serving in a temporary position with benefits.

**Examination:** A written, oral, physical, or skill test, or a combination of these tests specifically used to assist in evaluating an applicant's qualifications for a particular position.

**Fair Labor Standards Act (FLSA):** Federal law that governs work hours and compensation for overtime work.

**Fringe Benefit:** Any form of compensation in addition to the base salary as adopted by the Board of Trustees. Paid time off, health and life insurance, savings plans, educational reimbursement, and other benefits are considered as fringe benefits. Fringe benefits are subject to change, with or without notice.

**Holiday:** The period between 12:01 A.M. and the following midnight of the date on which a holiday designated by this policy falls.

**Essential Employee:** An essential employee is an employee who is in a critical position necessary to the uninterrupted operation of the Town as defined by the Town Manager or Department Head.

**Layoff:** The separation of an employee from municipal service, which has been made necessary by lack of work or funds. This term includes those separations initially expected to be temporary as well as those resulting from the elimination of a position.

**On-Call Duty:** A requirement to remain readily accessible through telephone or pager communications and be available to report to work if the need arises.

**Overtime:** Work other than the normally scheduled work time that is scheduled by the supervisor or other management person. Overtime may be scheduled with or without notice and is mandatory unless, excused in writing in advance by the supervisor.

**Overtime Pay:** Monetary compensation for non-exempt employees for hours worked beyond the forty (40) hours in a workweek as designated by the Fair Labor Standards Act (FLSA). Commissioned police officers may work under a different work week.

**Paid Time Off (PTO):** PTO is paid time off for all vacation, absences for personal business and employee or dependent illness.

**Position:** A group of current duties and responsibilities requiring the full-time, temporary, or part-time services of one employee.

**Position Description:** The written description of a class, including the title, a statement of the nature of the work, examples of duties and responsibilities, the requirements, and the essential functions that are necessary for the satisfactory performance of the duties of the class.

**Position Title:** The title that is assigned to any particular class and used for reference to that class.

**Promotion:** The movement of an employee from a position of one class to a position of another higher class having greater or increased responsibilities and pay.

**Recall Pay:** Monetary compensation for non-exempt employees who work irregular or occasional overtime on a day when no work is scheduled or at a time which requires the employee to return to the place of employment from an off-duty status.

**Reclassification:** The official determination by the Town Manager or designee that a position is assigned to a class different from the one to which it was previously assigned.

**Safety-Sensitive Position:** A position designated by the Town as one that has functions that are sensitive or critical in nature. These positions are subject to pre-employment drug testing and/or more rigorous selection criteria.

**Scheduled Workday:** The hours that are specified by the Town Manager or Department Head, for which an employee receives the employee's base salary.

**Scheduled Work Period:** The workdays specified by the Town Manager or the Department Head as the days on which an employee will work for the employee's base salary.

**Separation:** The voluntary or involuntary severance of an employee's employment with the Town.

**Substance Abuse Professional (SAP):** A person who evaluates employees who have violated a DOT drug and alcohol program regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

**Supervisor:** Any individual having authority in the interest of the Town to evaluate other employees, or having responsibility to direct them, or to adjust their grievances, or effectively having the authority to recommend such action, if the exercise of such authority is not merely routine or clerical in nature but requires the use of independent judgment.

**Suspension:** The temporary separation of an employee from performing their regularly assigned duties with or without pay for disciplinary reasons or pending the outcome of an investigation involving the employee.

**Work Period:** The work period for full-time non-exempt employees is forty (40) hours in a seven (7) day period except for sworn police officers, which is eighty (80) hours in a fourteen (14) day period.

**This page intentionally left blank**

## **XIV. EMPLOYEE ACKNOWLEDGEMENT**

The Town of Mead Employee Handbook is designed to acquaint the employee with the organization and provide the employee with information about working for the Town. The Handbook is neither all-inclusive nor exhaustive, but instead is intended to provide the employee with a summary of some of the Town's guidelines. This edition replaces all previously issued editions.

I, the undersigned, hereby acknowledge and state that I have been provided with a copy of and have read and understand the Town of Mead's policies within this Handbook.

I understand that employment with the Town is at-will. I have the right to end my work relationship with the Town, with or without advance notice for any reason. The Town has the same right.

I understand the language used in this Handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.

I understand that the Board of Trustees of the Town has the right to change the guidelines and benefits of the Town at any time without notice.

I understand that no representative of the Town, other than the Town Manager, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Town Manager and myself. We have not entered into such an agreement.

I am responsible for knowing and complying with this Handbook and any other policies and procedures established by the Town and the written and oral instructions of supervisors.

---

PRINTED NAME

---

SIGNATURE

---

DATE