



# CITY OF CAÑON CITY

## City Council

City Council Chambers  
128 Main St., Cañon City, CO 81212  
(719) 269-9011 • [www.canoncity.org](http://www.canoncity.org)

### VISION COMMITTEE MEETING

May 21, 2025

5:00 p.m.

## AGENDA

1. **CALL TO ORDER:** City Council Chambers, City Hall
2. **ROLL CALL:** COUNCIL MEMBERS DENNEHY, MELONI, SCHMISSEUR, STEIN, TRACY, WORTHINGTON, MAYOR PRO TEM HAMRICK, MAYOR TROUTMAN.
3. **DISCUSSION:**
  - A. City of Cañon City Employee Handbook Update
4. **ADJOURN** The next scheduled meeting is June18, 2025.

Posted pursuant to code on Wednesday, May 14, 2025.  
Cindy Foster Owens, City Clerk



# CITY OF CAÑON CITY

**City Administrator**

P.O. Box 1460 • 128 Main Street  
Cañon City, CO 81215-1460  
(719) 269-9011 • [www.canoncity.org](http://www.canoncity.org)

**TO:** Mayor and City Council  
**FROM:** Ryan Stevens, City Administrator  
**PREPARED BY:** Butch Batchelder  
**DATE:** 05/21/2025  
**RE:** Updated City of Canon City Employee Handbook

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**SUMMARY: \*** The City of Canon City Employee Handbook has been edited to incorporate employment law changes and reflect updated business practices of the city. These changes require approval of City Council. The attached document reflects those recommended changes and is being submitted to council for review and approval.

**REVIEWED BY  
LEGAL?** ☒ **Yes** ☐ **No**

**RECOMMENDED  
ACTION:** Staff recommends approval of edits as submitted

**# of attachments**

# ***CITY OF CAÑON CITY***

## ***EMPLOYEE HANDBOOK***



Adopted and Approved by City Council: 12/07/2020  
Effective: 01/01/2021

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## **WELCOME AND IMPORTANT NOTICE**

Welcome to The City of Cañon City! We are delighted that you have chosen to join us and hope that you will enjoy a long and successful career with us.

This handbook is designed to acquaint employees with the organization, providing information about working at the City. With the exception of the “at-will” nature of employment, this handbook is not all inclusive and is intended to provide employees with a summary of some of the City’s guidelines. This edition replaces any previously issued editions.

In the interest of efficient operations and effective communication, the City Administrator may adopt written Administrative Policies to further the provisions of this Employee Handbook and such policies shall become part of this Employee Handbook as appendices. Department Heads, with the approval of the City Administrator, may adopt also adopt and issue to employees of their department their own specific written Department Policies and Procedures. These Department Policies and Procedures shall be applied to the applicable department employees in the same manner as this Employee Handbook.

To the extent any Administrative or Department Policies and Procedures conflict with this Employee Handbook, the Employee Handbook shall control but only to the extent necessary to resolve the conflict.

The City reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits or other programs of the City. These changes may occur at any time, with or without notice.

Please take time to review the policies contained in this handbook. No employee handbook can anticipate every circumstance or question. After reading the handbook, employees that have questions should talk with their supervisor, Department Head, or Human Resources.

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## **SECTION 1 - EMPLOYMENT AT WILL**

### **101 - EMPLOYMENT AT WILL**

Employment at the City is “at will,” meaning that the employee or the City may end employment at any time for any reason.

No representative of the City, other than the City Council, has the authority to enter into any agreement guaranteeing employment for any specific period. No such agreement shall be enforceable unless it is in writing, approved by the City Council and signed by the Mayor and the employee.

**This Employee Handbook is not a contract.** It does not create any agreement, express or implied, guaranteeing employees any specific terms or conditions of employment. Nothing contained in this Handbook shall be construed as creating a contract guaranteeing employment for any specific duration. Neither does it obligate employees to continue employment for a specific period of time. Unless an employee has entered into an employment agreement that supersedes this document, either the employee or the City may terminate the employment relationship at any time. Neither does the Handbook guarantee any prescribed process for discipline and discharge.

## **SECTION 2 - CONFLICTS OF INTEREST/CONFIDENTIAL INFORMATION**

### **201 - CONFLICTS OF INTEREST**

The City expects the primary interest of employees to be the duties they are charged to perform in support of the citizens the City serves. A conflict of interest occurs when the interests of an employee, or another outside party, actually or potentially affects, or creates the perception of affecting the City in a negative way. If a conflict of interest exists, employees shall not be involved in the matter that involves the conflict.

With approval from the City Administrator, employees may have outside business interests and outside employment so long as these do not interfere with job performance.

Employees may not earn a profit from outside employment or business interests which are directly affiliated with the City without prior approval of the City Administrator and proper notification with respect to conflicts and potential conflicts in accordance with Colorado Statutes and other applicable laws, regulations and policies, if any. In addition, outside employment and business activities of Police Officers may be further limited by applicable law and/or Departmental Policy.

### **202 - CONFIDENTIAL INFORMATION**

Employees of the City will have access to confidential information of the City, its citizens and business partners. Confidential information is any and all information disclosed to or known by employees as a result of their employment with the City that is not generally or publicly known.

The protection of confidential information is vital to the interests and success of the City. Employees must not access or attempt to access systems or physical areas unless properly authorized to do so.

An employee who improperly uses or discloses confidential information will be subject to disciplinary action up to and including termination.

### **SECTION 3 - EQUAL OPPORTUNITY/UNLAWFUL HARASSMENT**

#### **301 - EQUAL EMPLOYMENT OPPORTUNITY**

The City is dedicated to the principles of equal employment opportunity. The City prohibits unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment, described in Section 303.

#### **302 - ADA AND RELIGIOUS ACCOMMODATION**

The City will endeavor to provide reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the City or cause a direct threat to health or safety in accordance with the ADA. The City will endeavor to provide reasonable accommodation for employees whose work environment interferes with a sincerely held religious belief, unless doing so would cause more than a minimal burden on City operations, in accordance with applicable law.

Employees requesting such accommodation are instructed to contact Human Resources.

#### **303 – SEXUAL HARASSMENT/UNLAWFUL HARASSMENT**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as Colorado Revised Statute § 24-34-402. Harassment is based on a characteristic protected by law, including without limitation:

Race  
Creed  
Color  
Sex  
Sexual orientation  
Gender  
Gender identity  
Gender expression  
Religion  
Age  
National Origin  
Ancestry  
Additional characteristics protected by state and federal law include:  
Veteran Status  
Marital Status

It is the City's policy to provide a work environment free of sexual and other harassment. To that end, harassment of City employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. The City will take all steps necessary to prevent and eliminate sexual and other unlawful harassment. Further, any retaliation against an individual

who has complained about sexual or other unlawful harassment, or retaliation against individuals for cooperating with an investigation of a harassment complaint, is similarly unlawful and prohibited.

**Definition of Unlawful Harassment.** Unlawful harassment means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual's or group's membership in, or perceived membership in, a protected class, including the individual's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, religion, age, national origin, or ancestry, which conduct or communication is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected class..

Unlawful harassment includes without limitation, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on any of the characteristics listed previously.

**Definition of Sexual Harassment.** While all forms of harassment are prohibited, special attention should be paid to sexual harassment. Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; 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.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and prohibited.

### **304 - EEO/HARASSMENT COMPLAINT PROCEDURE**

Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to use the following complaint procedure. The City expects employees to make a timely complaint to enable the City to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Director of Human Resources or City Administrator, using the Employee Complaint Form located on the Self Service Portal in Paylocity, who will investigate the matter and take corrective action. The complaint will be kept as confidential as practicable. If the employee prefers not to go to either of these individuals with the complaint or the complaint involves one of these individuals, the employee should report the incident to the City Attorney.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment and/or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

If the investigation confirms conduct contrary to this policy has occurred, disciplinary action will be taken, up to, and including termination of employment.

### **SECTION 4 - WORKPLACE SAFETY**

#### **401 - REPORTING OF INJURY**

If an employee becomes ill or injured due to an employment activity, no matter how minor, they must immediately report this to their direct supervisor or Department Head.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the City's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

#### **402 – WORKPLACE VIOLENCE PREVENTION**

The City is committed to providing a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, employees shall review and understand all provisions of this workplace violence policy.

#### **Prohibited Conduct**

The City does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not exclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;

- Possession of a weapon while on-duty unless required in the performance of duties;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

### **Reporting Procedure**

Any potentially dangerous situations or prohibited conduct **must** be reported immediately to a supervisor, Department Head, Chief of Police or City Administrator. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others as needed or required. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The City will actively intervene at any indication of a possibly dangerous situation.

### **Risk Reduction Measures**

**Hiring:** Staff with hiring authority will take reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals with a documented history of violent behavior. However, the City shall comply with C.R.S. § 24-5-101 when making any hiring decisions.

**Safety:** The City conducts annual inspections of the premises to evaluate and determine any vulnerability to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

**Individual Situations:** While the City does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform any supervisor, Department Head, Chief of Police or City Administrator if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Bringing weapons to the workplace (unless job required);
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance; or
- Displaying irrational or inappropriate behavior.

### **Dangerous or Emergency Situations**

With the exception of trained police department personnel, employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, the employee should cooperate, follow the instructions given and notify the Police as soon as possible.

### **Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts may be subject to termination of employment. Non-employees engaged in violent acts on the City's premises will be reported to the proper authorities and fully prosecuted.



#### **403 - ANTI-BULLYING POLICY**

The City's policy is to promote a work environment free from workplace bullying. A safe work environment is the responsibility of all employees, and employees are responsible for making their personal safety and the safety of others in the workplace a priority.

Bullying is defined as the repeated, health-endangering mistreatment of another person by a co-worker, supervisor/manager, or customer. The mistreatment may involve repeated acts of:

- Shouting, yelling, screaming, or swearing;
- Insults, put-downs, name-calling, or belittling;
- Public humiliation, criticism, or scolding;
- Cruel or offensive pranks, jokes; or
- Physical behavior, such as pushing, blocking, or tripping.

Cyber-bullying is defined as the intentional and repeated mistreatment of others through the use of technology, such as computers, cell phones and other electronic devices. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. In making appropriate use of City's computing resources, employees are not permitted to use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, or sending unwanted mail. If the City is made aware that cyber-bullying/harassment is taking place through the use of the City's services, and/or personal technological devices, such actions will result in, but not limited to, corrective action up to and including termination. The corrective actions taken by the City does not shield the employee from any criminal charges that may be taken against the employee.

Any bullying conduct by City employees is prohibited and may result in termination of employment and, where appropriate, referral for prosecution by legal authorities.

An employee who observes or has knowledge of any conduct listed above shall immediately report the same to the Director of Human Resources or City Administrator. Complaints will be investigated promptly and follow-up action taken as deemed appropriate. To the extent feasible, complaints and investigations will be handled in a confidential manner and anonymity preserved.

#### **404 - DRUG FREE AND ALCOHOL-FREE WORKPLACE**

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the use of marijuana. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on City premises or while conducting City business is prohibited. Refer to the Drug and Alcohol policy for further guidance.

#### **405 - DRUG TESTING**

Refer to the Drug and Alcohol policy for guidance on drug testing.

#### **406 – TOBACCO FREE WORKPLACE**

The City is concerned about the health, safety and well-being of its employees and the visitors to City facilities. Smoking and tobacco products, as well as smoke free products, can affect the health of employees and visitors by direct and indirect exposure. Therefore, the use of tobacco products of any kind, including but not limited to cigarettes, cigars, pipes, activated electronic smoking devices or smokeless tobacco, is prohibited within 15 feet of any entryway to City facilities.

"Facilities," as contemplated by this section, includes without limitation all City property which is used by staff to perform their duties and all facilities used in support of providing city services. In addition, the use of any products listed above, while operating city vehicles and equipment is also prohibited.

#### **407 - INCLEMENT WEATHER**

The City Administrator, or such other authorized personnel as may be designated by the City Administrator, may close City offices due to inclement weather or other emergency on days other than regularly scheduled holidays. Should this occur, every attempt will be made to notify employees and the general public using methods generally available. Unless otherwise requested, most employees are not expected to work during an emergency closing. However, police, streets, water and parks personnel will be expected to work during most emergencies, including scheduled on-call, and, in extreme cases, off-duty personnel of these departments.

The absence will be considered an excused absence for all employees and will not be charged to accrued leave time. Employees on paid leave such as paid time off (PTO), bereavement, etc. are not entitled to additional wages.

Employees who do not report for work because of the weather, in the absence of an official closing that day, will be charged PTO.

#### **408 – USE OF CELL PHONES WHILE DRIVING**

All employees, appointees, and volunteers operating City vehicles or a personal vehicle while on City business must adhere to all local, state, and federal laws governing the use of cell/mobile phones and wireless devices in vehicles.

With the exception of sworn officers on duty, whenever possible, employees should not make or receive phone calls while driving on City business or operating a City vehicle. Employees should let incoming calls go to their voicemail and then find a safe location to pull over and park before initiating a call. If a call must be initiated while driving, cell/mobile phones with hands-free and voice activated features should be used.

Texting while driving on City business is prohibited in all City vehicles, commercial motor vehicles (CMV), or personal vehicles.

The City may take disciplinary or corrective action against an employee, up to and including termination, for violation of this policy or any local, state, or federal laws which govern the use of cell/mobile phones while operating vehicles.

Driving means operating a motor vehicle or a CMV on a highway, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. Driving does not

include operating a motor vehicle or a CMV when the driver has moved the vehicle to the side of, or off, a highway and has halted in a location where the vehicle can safely remain stationary. Texting means manually entering alphanumeric text into, or reading text from, an electronic device (cell/mobile phone, IPAD, laptop, etc.) while being held.

## **SECTION 5 – EMPLOYMENT RELATIONSHIP**

### **501 - EMPLOYMENT CLASSIFICATIONS**

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility and to ensure compliance with federal and state laws and regulations. The City classifies its employees as shown below.

The City may review or change employee classifications at any time.

**Exempt.** Exempt employees are paid on a salaried basis, have exempt job duties, and are not eligible to receive overtime pay.

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

**Regular, Full-Time.** Employees who are not in a temporary status, work a minimum of 30 hours weekly, and maintain continuous employment status.

**Regular, Part-Time.** Employees who are not in a temporary status, who are regularly scheduled to work fewer than 30 hours weekly but at least 20 hours weekly, and who maintain continuous employment status.

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

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

**Seasonal.** Employees appointed for a seasonal position of a temporary or transitory nature and for which the period of employment begins each calendar year in approximately the same part of the year. The weekly hours may vary from zero (0) to forty (40) depending upon need and funding. The duration of employment shall not exceed 180 days or the completion of a particular job or project.

**Emergency Appointment.** Emergency appointments may be made by the City Administrator without regard to the rules governing all other appointments in the event of an emergency which the City Administrator reasonably believes may result in the loss of life and/or of public property, create a serious inconvenience to the public, or any circumstances which may endanger the

public health, safety, or welfare. The duration of the emergency appointment shall not exceed the end of the budget year in which the appointment is made or the end of the emergency, as determined by the City Administrator.

**Essential.** Employees who are designated as such by a department/City Administrator for the purpose of providing essential services to City residents and/or other City employees during events when City offices are closed.

**Non-Essential.** Employees whose functions are not considered necessary for the operation of City services and who are not required to report to work during events when City offices are closed.

**Essential Critical Workers.** During City emergencies or disasters some positions may be designated as an essential critical worker that are crucial to continued operations and services. This designation will be determined on a case-by-case basis by the City Administrator in consultation with Department Heads who will prioritize City processes and workforce allocation to best ensure continuity of essential services and functions during the emergency or disaster. All decisions will appropriately balance public safety, the health and safety of the workforce, and the continued delivery of essential critical infrastructure services and functions.

## **502 - WORK WEEK**

Except for the City's Police Department, the work week is a seven (7) consecutive day period commencing at 12:00 a.m. on Saturday and ending at 11:59 p.m. on Friday.

## **503 - WORK SCHEDULE AND WORK PERIODS**

All employees' work schedules will be as identified by their supervisor or Department Head. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Exempt employees may be required to work beyond the standard 40-hour per week work week in order to adequately fulfill their duties.

Some employees as part of their regular duties may be required to be on call status. Subject to the provisions of Section 504 of this handbook, Department Policies will be promulgated to govern on-call status.

Police officers shall be on a 14-day work week providing for a work schedule of eighty-six (86) hours over said period. For nonexempt police officers, all hours worked over eighty-six (86) hours in the 14-day work period shall be compensated as overtime.

## **504 - ON-CALL AND CALL-OUT**

### **On-Call**

Certain employees, as part of their duties, may be subject to being on-call. On-call employees should make arrangements so that, at all times, at least one employee remains within responding distance of the City during the on-call period. It is the primary responsibility of those employees who are on-call to assure that coverage is available.

On-call schedules vary by department and will be determined by Department Heads. During the on-call period, it will be the responsibility of the on-call employee to perform duties as prescribed by their supervisor.

Employees who are required to be on-call will be paid an on-call rate during the employee's on-call wait time to be determined annually. In addition, on-call employees will be paid for time actually worked in response to a directive received while on-call.

Employees who are on-call must abide by guidelines pertaining to communications and response times as established and revised from time to time by their Department Head. On-call employees must be reachable at all times during their on-call period and must respond within established response times.

#### **Call-Out**

A call-out is considered an emergency which requires an employee, who is not already in an On-Call status, to perform work after normal duty hours in order to prevent damage to equipment, property, or people and requires immediate attention of the employee and cannot be postponed until regular working hours.

Non-exempt employees who are required to report to or return to work outside of their normal work hours will be compensated at their regular rate of pay (or overtime rate of pay, if they work over 40 hours in the week the callout takes place) for two hours or the actual time worked, whichever is greater. Exempt employees will not receive additional compensation if called-out.

In cases where the employee is only required to take a phone call related to a work question or issue, or where they have started travelling to a place of work, but have not performed any work, will only receive compensation (regular pay or overtime, if applicable) for the time actually spent on the call or travelling, and are not eligible for the two-hour minimum.

### **505 - MEAL AND REST PERIODS**

#### **Meal Periods**

Non-exempt employees shall be entitled to an uninterrupted and 'duty free' meal period of at least a thirty-minute duration when the scheduled work shift exceeds five consecutive hours of work. The non-exempt employees must be completely relieved of all duties and permitted to pursue personal activities to qualify as a non-work, uncompensated period of time. When the nature of the business activity or other circumstances exist that makes an uninterrupted meal period impractical, the non-exempt employee shall be permitted to consume an "on-duty" meal while performing duties. Non-exempt employees shall be permitted to fully consume a meal of choice "on the job" and be fully compensated for the "on-duty" meal period without any loss of time or compensation.

#### **Rest Periods**

Non-exempt employees shall be entitled to a compensated fifteen-minute rest period for each four (4) hours, or major fractions thereof, as follows:

<b>Works Hours</b>	<b>Rest Periods Required</b>
2 or fewer	0

Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

To the extent practical, rest periods shall be in the middle of each four (4) hour work period. It is not necessary that the non-exempt employee leave the premises for said rest period.

Meal and rest breaks may be scheduled by the supervisor or Department Head.

#### **506 - PROFESSIONAL DEVELOPMENT**

Training is designed to provide employees with the skills, training, and experience necessary for their continued development. Training will be subject to the following conditions:

- Attendance at conferences, educational meetings, workshops, and institutes must have prior approval of the Department Head or City Administrator, as the case may be. Employees will be compensated in accordance with policy while attending approved training;
- Training approval shall be based on, but not limited to, job relatedness, available funds, employee performance, and training priorities;
- Upon completion of the training, a certificate of completion or other similar documentation showing successful completion of the training shall be forwarded by the employee to Human Resources to be placed in the employee's personnel file;
- A written or verbal report summarizing the training may be requested by the Department Head.

#### **507 - PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify Human Resources of any changes in personnel data within ten (10) business days of the change. Personnel data includes personal mailing addresses, home and cellular telephone numbers, names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports.

#### **508 - EMPLOYMENT VERIFICATION/REFERENCES**

All requests for verification or reference of a current or former employee must be directed to Human Resources or the City Administrator. Responses to such inquiries will be limited to factual information that can be substantiated by the City's records to the extent allowed by the Colorado Open Records Act, C.R.S. section 24-72-200.1, *et seq.*, as the same may be amended from time to time, and other applicable provisions of Colorado law.

## **509 - NEPOTISM**

For the purposes of this policy, relatives are described as: spouse/partner, child, parent, brother, sister, grandparent, grandchild, in-law, foster children/siblings, or other individuals who resides in the same household.

A relative or significant other of an employee shall not be considered for regular employment by the City in circumstances where:

- Related persons would directly or indirectly supervise the other;
- Related persons would be involved in decisions related to evaluating job performance, disciplinary action, salary adjustments, promotions or other budgetary or financial decisions;
- One would audit, verify, receive, or be entrusted with monies received or handled by the other.

Unless otherwise authorized by the City Administrator, if City employees become relatives after employment by the City, and any of the circumstances exist, or would exist, as described above, one of the related employees shall transfer to another opening in another division or department, provided an opening exists for which the employee is qualified, or be separated from employment. The affected employees may choose the one to be transferred or separated, but, if no agreement can be reached, the City Administrator shall decide.

Exceptions to this policy may be considered and approved by the City Administrator in the event that the necessary services cannot reasonably be provided by another employee or applicant.

## **510 - RESIGNATION**

Employees are expected to provide a written notice to their supervisor at least ten (10) working days in advance of the last day of work. When the employee submits a resignation to their supervisor, they should also submit a copy to Human Resources, their Department Director, and the City Administrator, simultaneously.

Except in the case of an emergency, employees may not use PTO during their notice period. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

At the discretion of the City Administrator, in lieu of working the notice period, the employee may be given pay through the notice period and be asked to discontinue work immediately.

## **511 - RETURN OF CITY PROPERTY**

Employees are responsible for all City property, uniforms, keys, materials or written information issued to them or in their possession or control. Employees must return all City property immediately upon request or upon termination of employment. The City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

## **512 - EMPLOYEE COMPLAINT PROCEDURE**

If an employee has a complaint (or grievance) regarding their work environment, the employee is encouraged to discuss the matter with their supervisor.

This discussion should be held within five working days of the incident. Discussions held in a timely manner will enhance our ability to resolve concerns while they are 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 supervisor, then employees are encouraged to take the problem to the Director of Human Resources. If the problem still cannot be resolved, employees may submit a written complaint to the City Administrator for review and final decision about the situation. Also see the EEO/Harassment Complaint Procedure in Section 304.

## **SECTION 6 - WORKPLACE GUIDELINES**

### **601 - CODE OF CONDUCT AND PRINCIPLES OF THE CITY**

The Code of Conduct describes how City staff treat each other and work together for the common good of the community. Conducting the City's business in an atmosphere of respect and civility is the underlying theme. City staff are responsible for holding themselves, other staff, and the public accountable for displaying actions and behaviors that consistently model the ideals expressed in the code by:

- The City of Cañon City will strive to be forthright in all business and professional interactions by acting with:
  - Transparency;
  - Integrity; and
  - Accountability
- The City of Cañon City will act in good faith to try to find win/win scenarios to difficult topics by fostering and respect:
  - Collaboration;
  - Respect; and
  - Communication
- The City of Canon City will strive to effectively and efficiently work for the citizens of Cañon City through:
  - Service;
  - Stewardship;
  - Professionalism; and
  - Responsiveness
- The City of Canon City will strive to create processes and procedures to ensure



effective results for taxpayers by being:

- Innovative; and
- Results Focused

- The City of Cañon City will strive to work with everyone for everyone by being Inclusive

**Commented [KS1]:** Should there be a semi-colon after "being" if you only list inclusive.

## **602 - ATTENDANCE AND PUNCTUALITY**

All employees are expected to be on time and punctual for their scheduled shift. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the City.

Employees who are going to be absent or late must contact their supervisor or Department Head as soon as possible prior to the start of their shift. Due to the varying nature of department operations, Department Heads will dictate specific communication processes for their department.

Absent extenuating circumstances, any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

## **603 - JOB PERFORMANCE**

Communication between employees and supervisors is very important. Discussions regarding job performance are ongoing and often informal. Employees and supervisors should initiate conversations with each other if they feel additional ongoing feedback is needed.

Formal performance reviews are generally conducted annually. However, supervisors may need to conduct performance reviews more frequently than annually. Employment events may also dictate a variance from the annual schedule; transfer and promotion to a new position, transfer and demotion to a new position, separation from employment, all require the submission of a performance review. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance, expectations, and goals. The Balanced Scorecard should be consulted when establishing goals.

## **604 – PERFORMANCE MANAGEMENT – PROGRESSIVE DISCIPLINARY POLICY**

Employees shall comply with the City's policies and procedures, standards of behavior and performance and take action to correct any noncompliance with these policies, procedures, and standards. Failure to do so may subject the employee to discipline.

Under normal circumstances, the City endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline at the level it deems appropriate. This policy does not modify the status of employees as employees-at-will.

The following steps are suggested in the discipline procedure. Steps 2 – 5 must be documented in the employee's personnel file.

Step 1: Informal Discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Verbal Warning. If an informal discussion with the employee has not resulted in corrective action, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) Supervisor and employee shall develop a viable corrective action to address the performance shortfall, (d) advise the employee that the problem must be corrected, (e) inform the employee that failure to correct the problem will result in further disciplinary action which may include discharge, and (f) issue a counseling notice to the employee.

Step 3: Written Warning. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and Department Head must meet with the employee in private and proceed via (a) through (f) above and issue a written warning to the employee. In cases where the Department Head is the supervisor, Human Resources will attend the meeting.

Step 4: Performance Improvement Plan: If satisfactory performance and corrective action are not achieved under Steps 1, 2 or 3, the Supervisor may elect to place an employee on a Performance Improvement Plan (PIP). The PIP may be used to address failures to meet specific job goals or behavior-related concerns. PIPs generally last 30, 60 or 90 days, depending on how long it would reasonably take to improve the specific issue(s). The supervisor and Department Head should meet with the employee in private to discuss the PIP and expectations.

Step 5: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the City Administrator. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

Step 6: Failure to improve. Failure to improve performance or behavior can result in termination.

The progressive disciplinary procedures described above may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

## **605 - SOCIAL MEDIA**

### **Definitions**

- City social media web sites mean those established for the benefit of the City with authority granted as outlined in this policy for media relations, public communications, awareness and thought leadership on particular issues or initiatives, collaboration, creation, organization, editing, commenting, or combining or sharing content. City, social media web sites do not include any personal social media accounts of employees, elected officials, or volunteers.

- Designated Page Manager is the person(s) authorized by the City Administrator, Public Information Officer or Police Chief to maintain a specific social media site for the City or City department or program by creating posts and monitoring responses.
- Social media means, but is not limited to, web sites that focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas, including, but not limited to, social networks (such as Facebook and LinkedIn), instant messaging (including SMS), blogs, wikis and online collaboration (such as SoundCloud), microblogging (such as Twitter), status updates, online forums and discussion boards or groups, web site link sharing, video conferencing, virtual worlds, location-based services, VOD and podcasting, geo-spatial tagging (such as Foursquare and Facebook Check In), and photo and video sharing (such as Flickr, Instagram, and YouTube). The City acknowledges that this type of technology changes rapidly, and therefore, this list is intended to be illustrative rather than comprehensive, and this definition should in no way be construed to limit the applicability of this policy.

### **Social Media Policy**

Acceptable uses of city social media web sites and blogs:

- Promote the City by sharing information about the City and City departments, services and programs that serve residents, businesses and visitors to the City.
- Engage citizens.
- Raise awareness of City services, programs, issues, and events.
- Provide advisory, special situation, and emergency information.
- Recruit employees.
- Share stories about City residents, businesses, or visitors, with their permission

Rules and guidelines for use of City social media web sites and blogs:

- Establishment of a City social media web site shall be under the general identity and branding of the City of Cañon City. Individual departments may participate directly under the City of Cañon City identity. The creation of "sub-identities" must be integrated under the City of Cañon City umbrella and approved by the Public Information Officer and City Administrator.
- Use of City social media web sites and blogs must comply with all applicable laws, regulations, and policies, including, without limitation, copyright laws, as well as proper business etiquette. If an employee is unsure as to whether information or images are copyright protected or may be displayed on or transmitted through a City social media web site, contact the Public Information Officer.
- City social media sites and blogs may not be used for personal or private purposes, or for the purpose of expressing a personal view on any issue.

- Only the designated Page Manager is permitted to post to a City social media web site or blog.
- Social media content is subject to public records laws generally and specifically the Colorado Open Records Act. Relevant record retention schedules apply to social media content. Content shall be managed, stored and be retrievable to comply with all applicable laws and policies.
- Disclosure of sensitive, confidential or personal identifying information is prohibited. This includes information about litigation or information about claims that could be brought against the city; nonpublic information of any kind; proprietary, personal, sensitive or confidential information of any kind; medical or private information that violates a person's privacy; statements, video or audio that could be viewed as malicious, threatening, obscene or intimidating; and statements, video or audio that disparages city employees, the public, partners and affiliates, or others, or that might constitute harassment or bullying.

City Employees may not use City resources or work time to sign up for or access personal social media accounts.

Employees who engage in personal use of social media outside of work may not use the trademark, logo, or name of the City or that of any City department or program, nor may they use their affiliation with the City in association with that personal use. Employees may not speak as a representative of the City in the course of their personal use of social media. In cases where an employee's personal use of social media may be perceived as being on behalf of the City, such as if an employee identifies himself or herself as a City employee or is widely known to be a City employee, an employee 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 City.

An employee's personal use of Social Media that is business-related may subject that employee and their personal account to this Handbook, including, but not limited to, disclosure of records subject to the Colorado Open Records Act and all other City policies.

## **606 - DRESS CODE AND APPEARANCE**

The City provides a casual yet professional work environment for its employees. It is important to project a professional image to our customers, visitors, and coworkers. As representatives of the City of Cañon City, employees are expected to exhibit a neat, well-groomed appearance.

Radical departure from conventional dress or personal grooming (including without limitation: excessively long hair which may interfere with the performance of specified duties, untrimmed facial hair, excessive makeup, revealing or inappropriate clothing, attire with rips, tears, or holes, shorts and shower thong-type footwear) is not permitted. Please use common sense. Perfume and cologne should be minimal in consideration of co-workers who are allergic.

In addition to the general guidelines provided above, employees must follow any Department dress code policies and procedures.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, non-exempt employees will not be compensated for the time away from work.

Safety considerations should be top of mind in determining appropriate clothing for the work to be performed.

Any questions or complaints regarding the appropriateness of attire should be directed to the City Administrator. Final decision regarding attire will be made by the City Administrator.

Clothing should always be appropriate to the working environment and equipment being operated to ensure both the employee and bystanders remain safe.

#### **607 - SOLICITATION**

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after their shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

#### **608 - OUTSIDE EMPLOYMENT**

All outside employment must be approved in advance by the employee's supervisor and the City Administrator. Outside employment that interferes with the employee's responsibilities or creates a conflict of interest shall not be permitted. See also Section 201 – Conflicts of Interest.

#### **609 - COMPUTERS, INTERNET, EMAIL, PHONE AND OTHER RESOURCES**

The City's information or communication systems must be used in a responsible, lawful and ethical manner and must be used solely for purposes that serve the City's mission and goals. Dissemination of information regarding the City of Cañon City's network, network topology, network addressing or hardware is prohibited.

There is no expectation of privacy, rights or ownership in anything employees' access, create, store, send or receive within the City's network. The City may monitor, retrieve, and disclose any information in the network, for all purposes deemed appropriate by the City, including the enforcement of agency rules.

Access Control assigns unique user names, passwords and long-distance access codes. Sharing of passwords or access codes is prohibited.

Employees must not take any action that interferes with voice or data network operations or with the work of other network users.

Accessing, viewing, downloading, e-mailing, or storing pornography or other inappropriate material is strictly prohibited.

Downloading or installing software that has not been approved by Computer Resources is prohibited. Software must be used in accordance with applicable licensing.

Unauthorized activities that could compromise the Department's systems or data are strictly prohibited, including, but not limited to: network scanning (sniffing), vulnerability scanning, security testing, and password cracking.

Attempts to defeat security mechanisms are treated as a security incident and are potentially subject to civil and/or criminal penalties. Employees should report to their supervisor, any observed attempts by others to defeat security mechanisms.

Employees are responsible for maintaining full and up-to-date virus protection on any computer that has the ability to access the Information Interchange network. (Ex. personal Computer/Tablet used with a VPN to access the Cañon City Network). All downloaded files must be isolated and checked for known viruses before use.

Any and all External Media (Flash Drives, Tape Drives, and External Hard Disk Drives etc.) must be checked and released by Computer Resources before they can be connected to any City Computer/Network System.

Internet access, Internet e-mail and external voice communication depend on the configuration and availability of systems beyond the City's network, and are outside the control of Computer Resources or the City.

## **610 - GIFTS**

Employees are subject to the prohibitions and restriction respecting gifts that are set forth in Cañon City Municipal Code (Chapter 2.73 - Prohibited Gifts to City Officials) and Colorado Constitution (Article XXIX Ethics in government (Amendment 41)). Employees shall not accept gifts, gratuities, free trips, personal property or other items of value from an outside person or organization as an inducement to provide or receive services. Employees are encouraged to reach out to Human Resources for additional clarification and guidance on this subject.

## **611 - RELEASE OF PUBLIC INFORMATION (INCLUDING TO THE MEDIA)**

The City uses a variety of communication mediums (newspaper, website, television, radio, social media, etc.) to ensure that the public receives accurate, thorough, and timely information from the City.

The City Administrator and Public Information Officer are authorized to make public statements about the operations and issues concerning City policy. All requests for interviews shall be coordinated with the City Administrator.

In accordance with the Colorado Open Records Act, requests for written materials should be received in writing and coordinated through the City Clerk.

Police Department: refer to the Police Department Manual for guidance on the release of public information. The Chief of Police and members of the police department authorized by the Chief of Police to conduct releases will coordinate those releases when possible with the appropriate counterpart in City Hall to ensure continuity of public information.

## **612 - POLITICAL ACTIVITY**

No employee or applicant shall be required to divulge political beliefs, participate in political activity, or make or withhold contributions to political parties or groups as a condition of employment.

No employee or official of the City shall attempt to direct or coerce any City employee to contribute or participate in any political campaign, political activity, candidate, cause or organization. No employee's pay, personnel status or promotion shall be made dependent on any such activity. No covert or overt political campaigning or other political activity by a City employee intended to influence the vote of any other person for or against an elective officer or issue before the electorate, as provided by the applicable Colorado statute dealing with school, general, special and municipal elections, shall take place while an employee is on duty.

Any employee who is elected to an elective office of the City will immediately terminate employment and submit a written resignation to their Department Head or City Administrator.

## **613 - VISITORS**

Reasonable visits from family and friends are acceptable as long as they do not interfere with the work of the employee or co-workers. The employee shall be accountable for the conduct of visitors in the workplace and shall supervise children when they visit. Individual departments may impose restrictions on visitors in the workplace which are appropriate for the successful operation of that department. City buildings may not be used as a substitute for a day care center.

## **614 - TRAVEL**

From time to time, employees of the City may be required to travel on official business or to attend training. Reimbursement for travel related expenses is outlined in the Travel Policy.

## **SECTION 7 - PAID TIME OFF AND LEAVES OF ABSENCE**

### **701 - PAID TIME OFF (PTO)**

Paid Time Off (PTO) is a single bank of paid hours that an employee may use at their discretion for personal, vacation, medical absences, unexpected emergencies, or any other reason an employee may need. PTO is calculated over twenty-six pay periods and the accrual rate is determined by the length of service and employee classification.

All employees begin accruing leave when employment begins at the rates indicated in the tables below. Employees continue to accrue until the maximum accrual is reached. When the maximum accrual is reached, all accrual stops until such time as the balance falls below the maximum accrual amount. Employees may not take leave without pay if they have available PTO. An employee who terminates their employment within twelve (12) months of their hire date is not entitled to any payment of accrued PTO.

Terminating employees with a lapse in service greater than six (6) months return to the first-year service status.

Employees may begin using PTO as it is accrued but may not use PTO in advance of accrual. To allow ample time for adequate planning and coverage, employees should provide as much advance notice as possible for PTO requests of 40 hours or less and 30 days' notice for PTO requests of more than 40 hours. All requests must be approved by the employee's Department Head. Approval for PTO shall be determined by the Department Head with respect to actual accrued leave at the time of the request, the needs of the City and the wishes of the employee. Senior employees may be given scheduling preference, at the discretion of the Department Head, in the case of two (2) or more requests for the same days off are made, unless the junior employee's PTO request previously had been approved.

When unable to report to work due to illness or emergency, employees must give their supervisor as much advance notice as possible before the start of their shift. Notice must be given no later than three days after the absence begins, or the employee will be considered as having abandoned and resigned from their employment with the City. See also Section 602 Attendance and Punctuality.

At the conclusion of each year and at the discretion of the City Administrator, employees who have been employed with the City for at least a year will have the option to request "sell back" of accrued PTO in accordance with policy.

As with other types of unpaid leave, paid time off (PTO) leave will not accrue during periods of unpaid absences. Holidays leave, funeral leave, or employee's jury duty pay are not granted during periods of unpaid absence.

PTO accruals are as follows:

Regular, Full-time employees

Years of Service	PTO accrued per pay period	Annual Accrual	Maximum Accrual	Maximum Payout at Termination
Less than 1 year	4.92 hours	127.92 hours	144 hours	0 hours*
1 – 4 years	6.77 hours	176.02 hours	192 hours	192 hours
5 – 9 years	7.69 hours	199.94 hours	240 hours	240 hours
10 – 14 years	8.62 hours	224.12 hours	288 hours	288 hours
15 – 19 years	9.54 hours	248.04 hours	336 hours	336 hours
20+ years	10.46 hours	271.96 hours	384 hours	384 hours

Regular, Part-time employees

Years of Service	PTO accrued per pay period	Annual Accrual	Maximum Accrual	Maximum Payout at Termination
Less than 1 year	2.46 hours	63.96 hours	72 hours	0 hours*
1 – 4 years	3.38 hours	88.01 hours	96 hours	96 hours
5 – 9 years	3.85 hours	99.97 hours	120 hours	120 hours
10 – 14 years	4.31 hours	112.06 hours	144 hours	144 hours
15 – 19 years	4.77 hours	124.02 hours	168 hours	168 hours
20+ years	5.23 hours	135.98 hours	192 hours	192 hours



Temporary Full-time, Temporary Part-Time, and Seasonal employees\*

Years of Service	PTO accrued per pay period	Annual Accrual	Maximum Accrual	Maximum Payout at Termination
Less than 1 year	1.84 hours	48 hours	48 hours	0 hours*
1 + years	1.84 hours	48 hours	48 hours	48 hours

\*Any unused accrued PTO hours will be reinstituted if the employee is rehired within six months of termination.

In addition to the PTO provided in this section, employees may be entitled to supplemental sick leave pursuant to state law under certain circumstances. Questions regarding supplemental sick leave should be directed to the Director of Human Resources.

## **702 - HOLIDAYS**

There shall be ten and one-half (10 ½) paid holidays for regular full-time and regular part-time employees. Regular full-time employees will receive eight (8) hours of holiday pay and regular part-time employees will receive four (4) hours of holiday pay. Employees who are NOT considered regular full-time and regular part-time would include City Council, Mayor, Temporary PT, Temp FT, Seasonal, and PRN. They will not receive Holiday Pay.

The City will grant holiday time off to eligible employees for the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve Day (1/2 day beginning at noon)

When a holiday falls on Saturday or Sunday, the holiday will be observed as the calendar is marked for Federal and/or State employees. When Christmas Day occurs on a Saturday, the preceding Thursday and Friday shall be observed as Christmas Eve and Day. When Christmas Day occurs on Sunday, the following Monday and Tuesday shall be observed as Christmas Eve and Day.

## **703 - FAMILY AND MEDICAL LEAVE ACT (FMLA), COLORADO HEALTHY FAMILIES AND WORKPLACE ACT (HFWA), AND COLORADO FAMILY AND MEDICAL LEAVE INSURANCE (FAMLI)**

Under FMLA, the City provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth.
- Birth or Bonding. To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Under HFWA, the City provides up to 48 hours, as already earned or carried over from the previous year(s), of paid leave for the following reasons:

(a) The employee:

- (I) has a mental or physical illness, injury, or health condition that prevents the employee from working;
- (II) needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
- (III) needs to obtain preventive medical care;
- (IV) needs to grieve, attend funeral services or a memorial, or deal with financial and legal matter that arise after the death of a family member.

(b) The employee needs to care for a family member who:

- (I) has a mental or physical illness, injury, or health condition;
- (II) needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- (III) needs to obtain preventive medical care; or

(c) The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:

Effective July 15, 2024

- (I) seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
- (II) obtain services from a victim services organization;
- (III) obtain mental health or other counseling;
- (IV) seek relocation due to the domestic abuse, sexual assault, or harassment; or
- (V) seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment; or

(d) Due to a public health emergency, a public official has ordered closure of:

- (I) the employee's place of business;
- (II) the school or place of care of the employee's child and the employee needs to be absent from work to care for the employee's child; or

(e) The employee needs to care for a family member whose school or place of care had been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care; or

(f) The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's resident.

## **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

## **Benefits and Protections**

During FMLA leave, the City maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work.

Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the City for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees ("key employees") may have limited reinstatement rights. The City has identified the following positions as meeting the definition of a key employee:

City Administrator  
Chief of Police  
Director of Finance  
Director of Human Resources  
Director of Public Works  
Water Superintendent

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Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leave, paid time off (PTO) leave will not accrue during the unpaid leave. Holidays, bereavement leave, or employer's jury duty pay are not granted on unpaid leave.

## **Eligibility Requirements**

Employees are eligible if they have worked for the City for at least twelve (12) months, for 1,250 hours over the previous twelve (12) months, and if they work at a work site with at least fifty (50) employees within seventy-five (75) miles.

#### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### **Use of Leave**

The maximum time allowed for FMLA leave is either twelve (12) weeks in the twelve (12) month period as defined by the City, or twenty-six (26) weeks as outlined above. The City uses a rolling twelve (12) month period as measured forward from the first day of an employee's leave.

**For example, Rick's FMLA leave begins on November 6, 2022 so his 12-month period is November 6, 2022 through November 5, 2023.**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### **Substitution of Paid Leave for Unpaid Leave**

The City requires employees to use accrued PTO while taking FMLA leave.

#### **Employee Responsibilities**

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures.

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The City may require second and third medical opinions at the City's expense.

Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied.

Continued absence after denial of leave or expiration of leave may result in disciplinary action in accordance with the City's attendance policy. Employees on leave must contact the Human Resources Director at least two days before their first day of return.

#### **The City's Responsibilities**

The City will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the City will provide a reason for the ineligibility.

The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

The City has opted out of FAMLI. Individual employees have the ability to enroll in the program. However, the City is not required to honor FAMLI leave if requested and the employee has no other leave (e.g., FMLA, sick leave, PTO) available. Further, any employee who applies for FAMLI must concurrently apply to the City for FMLA. Employees will be required to use PTO and sick leave concurrently with any FMLA.

#### **704 - MILITARY LEAVE**

Employees shall be eligible for military leave not to exceed fifteen (15) days with pay in any calendar year for the purpose of attending military training or active service. The City shall grant extended or emergency military leave without pay when required by proper authority, pursuant to applicable law. All benefits shall continue to accrue during military leave. Employees shall be eligible for reinstatement following military leave, subject to applicable law.

#### **705 - ADMINISTRATIVE LEAVE**

An employee may be placed on Administrative Leave with or without pay by the City Administrator or the Chief of Police for Police Department employees with City Administrator approval. Federal and state wage and hour laws will determine when employees can be placed on Administrative Leave without pay imposed in good faith as corrective action for infractions of workplace conduct rules. The policy is applicable to all employees.

#### **706 - BEREAVEMENT LEAVE**

Up to forty (40) hours, at the discretion of the Department Head, may be allowed for a death in the immediate family of a full-time employees. Part-time employees are entitled to bereavement pay on a pro-rated basis. For purposes of this section "immediate family" includes employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent,

father-in-law, mother-in-law, grandparents-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Criteria to be considered in determining an appropriate amount of bereavement time may include a variety of factors, including, but not limited to, the need for out-of-City travel and responsibility for handling funeral arrangements.

The City may require verification of the need for the leave.

#### **707 - JURY OR WITNESS DUTY**

If employees are called to serve on jury duty, they should notify their Department Head upon receipt of such notice. All regular full-time and regular part-time employees will be on paid status while on jury duty. Any stipend provided to the employee by the court for serving on jury duty, other than travel or mileage allowance, must be assigned to the City upon receipt. A copy of the jury summons must be submitted to Human Resources in order for employees to receive pay.

If an employee is served with a subpoena requiring the employee to serve as a witness in a case not involving the City, that employee will be permitted time off to attend depositions/hearings/trials without loss of pay or threat of loss of pay or job. Subpoenaed employees will be paid the difference between their regular salary and the amount received as the witness fee. Documentation of witness times and fee must be submitted to Human Resources.

#### **708 - VOTING**

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their Department Head no later than the day prior to Election Day.

#### **709 – LEAVE WITHOUT PAY**

Leave without pay (LWOP) is **an approved temporary absence from duty in a non-pay status re-requested by an employee**. The term does not cover a suspension, furlough, an absence for which leave has not been approved, or non-pay status during hours or days for which an employee would be compensated on an overtime basis. Extended periods of leave without pay **may affect health and retirement benefits, future pay adjustments, and leave accrual**, however. Only recognized programs, such as Family Medical Leave, Works Compensation, and Accommodations under the American with Disabilities Act automatically qualify for leave without pay. All other situations of an employee requesting leave without pay must be approved by the City Administrator.

### **SECTION 8 – PAY AND BENEFITS**

#### **801 - PAY DAYS / PAY PERIODS**

Employees are paid every other Friday (one week following the conclusion of the bi-weekly pay period). Each pay period will cover two weeks, beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. on Friday. Each paycheck will include earnings for all work performed and accrued leave recorded through the end of the previous bi-weekly payroll period.



In the event that a regularly scheduled payday falls on a bank holiday, employees will receive pay on the day immediately preceding the bank holiday.

## **802 - TIME REPORTING**

Accurately recording time worked and leave time is the responsibility of every employee. Time worked is time actually spent on the job performing assigned duties. Leave time is time used from the employees accrued leave bank.

All non-exempt employees shall accurately record the number of hours worked on the day their shift began, as well as record any leave time (holiday, PTO, etc.) taken. Overtime work must always be approved by the immediate supervisor before it is performed.

Exempt employees shall accurately record any exception to their regular schedule, i.e. holiday, PTO.

Altering, falsifying, or tampering with time records, or recording time on another employee's time record may result in termination of employment. Both the supervisor and employee must agree to any changes made to the employee's timecard.

It is the employee's responsibility to certify the accuracy of all time recorded. The supervisor will approve and submit for payroll processing. Additionally, if corrections or modifications are made to an employee's time record, both employee and supervisor must verify the accuracy of the changes.

## **803 - OVERTIME**

When required due to the needs of the business, an employee may be asked to work overtime. Overtime, for non-sworn & non-exempt employees, is actual hours worked in excess of 40 hours in a single workweek. Overtime, for non-exempt Sworn employees, is actual hours worked in excess of 86 hours per pay period. Paid leave, such as holiday, PTO, bereavement leave, and jury duty leave, does not apply toward the calculation of hours for overtime purposes. All overtime must be approved in advance by a supervisor or Department Head.

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For nonexempt police officers, all hours worked over eighty-six (86) hours in the designated 14-day work period shall be compensated as overtime.

Overtime compensation is paid to all non-exempt employees in accordance with federal law.

## **804 - COMPENSATORY TIME**

Compensatory time shall be permitted in lieu of overtime wages pursuant to the following procedures and limitations:

- All requests for overtime compensation in lieu of compensatory time must be approved in advance by the Department Director, as applicable for the requesting employee.
- Compensatory time may be accrued to a maximum of forty (40) hours per pay period, after which any accumulation over forty (40) hours will be treated as overtime. Exceptions must be approved by the City Administrator.

- The use of compensatory time must be approved by the Department Head based on the department's scheduling and personnel requirements.
- Compensatory time shall be accrued at the rate of one and one-half hours for each hour of approved overtime worked.
- Part-time and temporary employees may not request compensatory time.
- Any employee, who has unused accrued compensatory time at the time of separation from employment, shall be paid for the compensatory time.

### 805 - HOLIDAY PREMIUM PAY

Holiday Premium Pay applies to all legal holidays listed in Section 702. Non-exempt employees who perform work on a legal holiday shall be compensated at time-and-one-half (1½) their regular rate of pay for all hours worked on the holiday.

#### Examples

Employee A and B (examples provided below) have worked on the Holiday and will be paid time and one half for all hours worked **plus** the Holiday:

#### Employee A

<input type="checkbox"/>	Date	Pay Type	Amount	In	Transfer	Out
<input type="checkbox"/>	Sat 10/30/2021	None				
<input type="checkbox"/>	Sun 10/31/2021	None				
<input type="checkbox"/>	Mon 11/01/2021	None				
<input type="checkbox"/>	Tue 11/02/2021	None				
<input type="checkbox"/>	Wed 11/03/2021			06:45 AM	10/211	05:00 PM
<input type="checkbox"/>	Thu 11/04/2021			06:45 AM	10/211	05:00 PM
<input type="checkbox"/>	Fri 11/05/2021			06:45 AM	10/211	05:00 PM
<input type="checkbox"/>	Sat 11/06/2021			06:45 AM	10/211	05:00 PM
<input type="checkbox"/>	Sun 11/07/2021	None				
<input type="checkbox"/>	Mon 11/08/2021	None				
<input type="checkbox"/>	Tue 11/09/2021			06:45 AM	10/211	05:00 PM
<input type="checkbox"/>	Wed 11/10/2021			06:45 AM	10/211	05:00 PM
<input type="checkbox"/>	Thu 11/11/2021	Holiday	8 hrs		10/211	
				07:00 AM	10/211	03:00 PM
<input type="checkbox"/>	Fri 11/12/2021			06:45 AM	10/211	05:15 PM

#### Employee B



<input checked="" type="checkbox"/>	Sat 11/06/2021	Shift Diff 2	12.75 hrs		10/213	
				05:15 PM	10/213	06:00 AM
<input type="checkbox"/>	Sun 11/07/2021	None				
<input checked="" type="checkbox"/>	Mon 11/08/2021			07:00 AM	10/213	05:00 PM
<input checked="" type="checkbox"/>	Tue 11/09/2021			06:30 AM	10/213	05:15 PM
<input checked="" type="checkbox"/>	Wed 11/10/2021			06:30 AM	10/213	03:15 PM
<input checked="" type="checkbox"/>	Thu 11/11/2021	Shift Diff 2	12.5 hrs		10/213	
		Holiday	8 hrs		10/213	
				05:30 PM	10/213	06:00 AM
<input checked="" type="checkbox"/>	Fri 11/12/2021	Shift Diff 2	12.5 hrs		10/213	
				05:30 PM	10/213	06:00 AM

### Trading Holidays

If any employee wants to trade their holiday from the observed holiday to a different day. If the employee does this, they will still be paid the holiday pay on the day they chose. They will also be paid the holiday premium pay if they work on the observed holiday in Section 702. A good example is attached below:

Employee C below worked on Thursday, 11/11/2021, which is the observed holiday for Veteran's Day 2021. They will be compensated time and one half for the hours worked during this shift.

### Example

Employee C has traded the Holiday to Friday, 11/12/2021, they will be paid the 8 hours holiday at regular time.

### Employee C

<input type="checkbox"/>	Date	Pay Type	Amount	In	Transfer
<input type="checkbox"/>	Sat 10/30/2021	None			
<input type="checkbox"/>	Sun 10/31/2021	None			
<input type="checkbox"/>	Mon 11/01/2021			07:45 AM	10/211
<input type="checkbox"/>	Tue 11/02/2021			07:45 AM	10/211
<input type="checkbox"/>	Wed 11/03/2021			07:45 AM	10/211
<input type="checkbox"/>	Thu 11/04/2021			08:00 AM	10/211
<input type="checkbox"/>	Fri 11/05/2021			08:00 AM	10/211
<input type="checkbox"/>	Sat 11/06/2021	None			
<input type="checkbox"/>	Sun 11/07/2021	None			
<input type="checkbox"/>	Mon 11/08/2021			08:00 AM	10/211
<input type="checkbox"/>	Tue 11/09/2021			08:00 AM	10/211
<input type="checkbox"/>	Wed 11/10/2021			07:45 AM	10/211
<input type="checkbox"/>	Thu 11/11/2021			07:45 AM	10/211
<input type="checkbox"/>	Fri 11/12/2021	Holiday	8 hrs		10/211

#### 806 - LONGEVITY PAY

A regular full-time employee as defined in Section 501 is eligible for longevity pay. Regular part-time employees are entitled to longevity pay on a pro-rated basis. Employees begin earning longevity pay once they reach 5 years of service.

The longevity earnings accrue at an annual rate of \$350 beginning at year 5 and increasing \$50 annually to a maximum rate of \$1,000 per year.

Longevity earnings are paid annually in a lump sum on the pay date following the anniversary date.

Longevity pay is not pro-rated upon termination.

#### 807 - DIRECT DEPOSIT / PAYCHECKS

Direct deposit is required for all employees. Paychecks are directly deposited into your designated checking and/or saving account(s) except in the event of an involuntary termination.

#### 808 - DEDUCTIONS FROM PAY / NON-EXEMPT EMPLOYEES

Deductions from each employee's paycheck include the mandatory and voluntary deductions described below:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee.

An itemized statement of all deductions from the employee's wages shall accompany each paycheck.

#### **809 - DEDUCTIONS FROM PAY / EXEMPT EMPLOYEES**

It is the policy of the City to comply with the salary basis requirements of the Fair Labor Standards Act. Therefore, improper deductions from the salaries of exempt employees are prohibited. All employees should be aware of this policy and the fact that the City does not allow deductions that violate the Fair Labor Standards Act

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

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

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

If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

#### **810 - ADMINISTRATIVE PAY CORRECTIONS**

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event there is an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will also be corrected in the next regular paycheck, unless this presents a burden to the employee (where there is a substantial amount owed), in which case the City will attempt to arrange a schedule of repayments with the employee, to minimize the inconvenience to all involved.

## **811 - EMPLOYEE BENEFITS**

The City recognizes the value of benefits to employees and their families. The City supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs and eligibility, please refer to the company Summary Plan Descriptions (SPD), which are found on the Paylocity Self Service Portal, or contact the Human Resources department. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

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

Group medical, dental and vision insurance is provided for regular full-time and regular part-time employees and their dependents, as determined by plan documents. Participation in the medical, dental and vision insurance plans is mandatory for the employee. The City shall pay a portion of the insurance premiums as determined periodically by the City Council. Premium costs above the amount paid by the City shall be borne by the employee through a payroll deduction.

The commencement date for health insurance coverage shall be determined as follows:

- An employee hired between the 1<sup>st</sup> and 15<sup>th</sup> day of any month shall become eligible for coverage on the first day of the month following date of employment.
- An employee hired between the 16<sup>th</sup> and last day of any month becomes eligible on the first day of the month following thirty (30) days of continuous employment.

### **Group Life Insurance**

The City provides life insurance for each regular full-time and regular part-time employee and their dependents, in an amount as determined annually by City Council.

The commencement date for life insurance coverage is the same as for medical, dental and vision insurance as described above.

### **Short-Term Disability**

Short-term disability helps replace an employee's salary if they suffer a covered disability for a limited period of time. Please see HR or plan documents for more information and eligibility requirements.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

### **Long-Term Disability**

Long-term disability helps replace an employee's salary if they suffer a covered disability for an extended period of time. Please see HR or plan documents for more information and eligibility requirements.

Long-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

#### **401 Plan**

The City recognizes the importance of saving for retirement and offers eligible employees a 401 plan. The City offers two retirement programs: one for its sworn law enforcement employees and one for all other employees.

Eligibility, vesting, and all other matters relating to these plans are explained in the Summary Plan Description (SPD) that can be obtained from Human Resources.

#### **457 Plan**

The City provides eligible employees the opportunity to defer current income through tax-deferred contributions into a 457 Plan.

Eligibility, vesting, and all other matters relating to this plan are explained in the Summary Plan Description (SPD) that can be obtained from Human Resources.

#### **Roth IRA**

The City provides eligible employees the opportunity to contribute to a Roth IRA.

#### **Workers' Compensation**

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

The City pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The City abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest designated emergency room.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the City's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

If a work injury or illness is due to a safety violation, workers' compensation benefits, by law, can be reduced by 50 percent (50%).

#### **Employee Assistance Program**

The City recognizes that at any time employees or their family members may experience personal difficulties that may seriously affect their lives. Employees are encouraged to seek help by contacting the Employee Assistance Program for confidential counseling and referral services.

For questions or additional information about this program, contact the Human Resources department.

### **Unemployment Insurance**

The City is covered by the Unemployment Insurance Program, which is operated by the Colorado Department of Labor and Employment, a State of Colorado agency.

### **COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **812 - TUITION REIMBURSEMENT**

The City may reimburse full-time, regular employees for continuing education through an accredited program which offers growth in an area related to his or her current position or that may lead to promotional opportunities. Full-time, regular employees, not on a performance improvement plan, you may be eligible for participation in this program. Refer to the Tuition Reimbursement Policy for specific details.

#### ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK EFFECTIVE *(Insert New Date)* **JANUARY 1, 2021**. I UNDERSTAND THAT I AM RESPONSIBLE FOR FAMILIARIZING MYSELF WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

EMPLOYMENT WITH THE CITY OF CAÑON CITY IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.

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

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

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

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

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Employee Name (Print)

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Employee Signature

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Date