

Employee Handbook

Revised and Readopted
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Table of Contents

1. WELCOME.....	1
1.01 IMPORTANT NOTICE	2
1.02 ABOUT THE TOWN.....	3
2. INTRODUCTORY LANGUAGE AND POLICIES.....	4
2.01 ETHICS CODE	4
2.02 EQUAL EMPLOYMENT OPPORTUNITY AND UNLAWFUL HARASSMENT	4
2.03 ADA AND RELIGIOUS ACCOMMODATION.....	4
2.04 PREGNANCY ACCOMMODATION	5
2.05 ACCOMMODATIONS FOR NURSING MOTHERS.....	5
3. SAFETY IN THE WORKPLACE.....	7
3.01 ZERO TOLERANCE POLICY.....	7
3.02 EQUAL OPPORTUNITY LAWS AND HARASSMENT	7
3.03 SEXUAL HARASSMENT.....	8
3.04 COMPLAINT PROCEDURE FOR HARASSMENT OR EEO LAW VIOLATIONS	8
3.05 WORKPLACE VIOLENCE DEFINITION	9
3.06 COMPLAINT PROCEDURE FOR REPORTING INCIDENTS OF VIOLENCE.....	10
3.07 CONCEALED WEAPONS POLICY	10
3.08 CONCEALED WEAPONS DEFINITIONS	10
3.09 WEAPON SEARCHES AND INSPECTIONS.....	11
3.10 COMPLAINT PROCEDURE FOR REPORTING WEAPONS.....	11
3.11 DRUG AND ALCOHOL POLICY	12
3.11.1 <i>Prohibited Conduct</i>	12
3.11.2 <i>Drug and Alcohol Testing</i>	13

3.11.3	<i>Treatment and/or Rehabilitation</i>	13
3.11.4	<i>Violations of the Drug and Alcohol Policy</i>	13
4.	CONFLICTS OF INTEREST	14
4.01	CONFLICTS OF INTEREST POLICY.....	14
5.	WAGE AND HOUR POLICIES	15
5.01	INTRODUCTION TO WAGE AND HOUR POLICIES.....	15
5.02	EMPLOYEE CLASSIFICATIONS	15
5.03	EMPLOYEE STATUS.....	15
5.04	PAY DAY, PAY PERIOD, AND WORKWEEK.....	16
5.05	ATTENDANCE POLICY FOR ALL EMPLOYEE CLASSIFICATIONS.....	16
5.06	DIRECT DEPOSIT FOR ALL EMPLOYEE CLASSIFICATIONS	16
5.07	PAYCHECK DEDUCTIONS FOR ALL EMPLOYEE CLASSIFICATIONS.....	17
5.08	MILEAGE REIMBURSEMENT.....	17
5.09	WORK-RELATED TRAVEL EXPENSE REIMBURSEMENT.....	18
5.10	PAY FOR EXEMPT EMPLOYEES	18
5.11	OVERTIME/COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES	18
5.12	RECORDING TIME FOR NON-EXEMPT EMPLOYEES.....	19
5.13	MEAL PERIODS FOR NON-EXEMPT EMPLOYEES.....	20
6.	PERFORMANCE EVALUATIONS	21
6.01	PERFORMANCE – REVIEWS, RATINGS, AND RAISES	21
6.02	PROBATIONARY PERIOD.....	22
7.	CONFLICT RESOLUTION	23
7.01	PROBLEM SOLVING PROCEDURES	23
7.02	MEDIATION PROGRAM.....	23

8.	SEPARATION OF EMPLOYMENT	24
8.01	RESIGNATION OR RETIREMENT	24
8.02	EXIT INTERVIEW	24
8.03	CRIMINAL ACTIVITY/ARRESTS	24
9.	GENERAL POLICIES	25
9.01	EMPLOYER SPONSORED SOCIAL EVENTS.....	25
9.02	POLITICAL PARTICIPATION	25
9.03	OFF-DUTY USE OF EMPLOYER PROPERTY OR PREMISES.....	25
9.04	PERSONAL APPEARANCE	26
9.05	OUT OF OFFICE EMAIL AND VOICEMAIL POLICY.....	26
9.06	SECURITY	27
9.07	CONFIDENTIAL INFORMATION.....	27
9.08	PERSONNEL RECORDS AND PERSONAL DATA CHANGES	28
9.09	THIRD PARTY DISCLOSURES.....	28
9.10	INCLEMENT WEATHER	29
9.11	SMOKING.....	29
10.	COMPENSATION AND BENEFITS.....	30
10.01	COMPENSATION AND BENEFITS OVERVIEW	30
11.	HEALTHCARE BENEFITS	32
11.01	MEDICAL INSURANCE	32
11.02	DENTAL INSURANCE.....	34
11.03	VISION INSURANCE	37
11.04	ENROLLMENT PERIOD AND QUALIFYING EVENTS	39
12.	ACCIDENTAL DEATH AND DISMEMBERMENT.....	40

12.01	CIRSA ACCIDENTAL DEATH AND DISMEMBERMENT.....	40
12.02	FPPA STATEWIDE DEATH AND DISABILITY PLAN.....	40
13.	PENSION AND RETIREMENT	41
13.01	FIRE AND POLICE PENSION ASSOCIATION (FPPA)	41
13.02	EMPOWER 401(A).....	42
13.03	COLORADO SECURE SAVINGS PROGRAM PARTICIPATION	43
14.	LEAVE BENEFITS	44
14.01	PAID TIME OFF (PTO)	44
14.02	PTO ACCUMULATION SCHEDULES.....	46
14.03	HOLIDAYS.....	47
14.04	JURY DUTY LEAVE	47
14.05	VOTING LEAVE.....	48
14.06	BEREAVEMENT LEAVE PAY.....	48
14.07	FAMILY MEDICAL LEAVE ACT (FMLA).....	48
14.08	FAMILY AND MEDICAL LEAVE INSURANCE (FAMLI).....	51
14.09	MILITARY LEAVE (USERRA).....	52
14.10	WORKERS COMPENSATION AND REPORTING OF INJURY	53
14.11	DOMESTIC ABUSE LEAVE	53
15.0	ACKNOWLEDGEMENT OF RECEIPT.....	54

1. WELCOME

Dear Town of Mountain View Employee:

We hope that your employment with the Town of Mountain View will be rewarding and interesting. We take pride in our employees as well as in the services we provide to our residents and the greater community. We work hard as a team to meet the challenges of every day.

One of my goals as your Mayor is to recognize the Town employees as community members. You are responsible for the residents' high quality of life, to a large extent. They are safer, less stressed, more comfortable, more knowledgeable, better served, and happier because of *you*. So, thank you for being a part of our community!

This handbook is designed to answer basic questions about your employment here. If you have questions that this handbook does not address, please let your supervisor know so that we can continue to improve.

Please review the handbook and sign the page at the back to acknowledge you received it and understand the information.

We wish you success in your employment here at the Town of Mountain View. And thank you again for coming on board. We're glad you're here.

Cheers,



Emilie Mitcham, Mayor

1.01 Important Notice

This Handbook describes the policies and benefits currently in effect for employees of the Town of Mountain View. It is a civil agreement. However, it is not a contract of employment and in no way implies or guarantees employment for any specified length of time.

Employment with the Town is at-will. Either the Town or the employee may terminate employment at any time, with or without reason and with or without prior notice. The Town of Mountain View retains the right to suspend, terminate, interpret, or change, at any time and without notice, any, or all parts of the Handbook's contents, including benefits, or other Town policies and programs as circumstances require.

General rules of behavior, decorum, or conduct, including equal employment opportunity and other anti-discrimination and anti-harassment laws, are applicable to all employees, volunteers, appointed officials, and elected officials. Other provisions of this handbook are also applicable to all employees of the Town, although the Police Department and especially sworn employees who are POST (Peace Officers Standards and Training) certified, will have some additional policies that apply to employees of that department or to only sworn officers. Likewise, some aspects of employment may also be regulated by federal, state or statutory requirements, which are not detailed here.

No employee handbook is all inclusive and can anticipate every circumstance or question. After reading the handbook, employees who have questions should talk with their immediate supervisor or the Town Clerk.

In the event of conflict, and depending on circumstances, if portions of this Handbook do not apply for one reason or another (due to other applicable provisions elsewhere) the remaining provisions of this Handbook shall remain in full force and effect.

Where there is conflicting information related to the Police Department's employees, the Chief of Police in consultation with the Town Manager, determines which terms govern pertaining to sworn employees, and this Handbook shall govern pertaining to non-sworn employees of the Town.

In the event of a conflict between any provision of this Handbook and any provision of a valid and effective collective bargaining agreement the provisions of the collective bargaining agreement shall govern. In all other cases, these policies shall govern.

This edition of the Handbook replaces any previously issued editions.

1.02 About the Town

The Town of Mountain View, incorporated in 1904, consists of 12 square blocks, from Sheridan Boulevard on the east to Fenton Street on the west, and W 41st Avenue on the south to W 44th Avenue on the north. The Town is one of the oldest existing municipal suburbs in the Denver metropolitan area. It became a home rule municipality in 1972 with a Mayor-Council form of government.

The six Council Members and the Mayor are elected to four-year terms in alternating years, with elections held for three Council Members every two years and for the position of Mayor every four years.

Regular Council Meetings are currently on the third Monday of each month at 6:30 p.m. at the Town Hall. All residents, employees and community members are invited to attend to observe and, if you wish, to provide public comment. More information about the Town can be found on our website at www.TOMV.org.

2. INTRODUCTORY LANGUAGE AND POLICIES

2.01 Ethics Code

The Town will conduct business honestly and ethically. We strive to improve the quality of our services and operations and maintain a reputation for honesty, fairness, respect, integrity, and good customer service. We expect our employees to adhere to high standards of business and personal integrity.

Employees must not knowingly misrepresent the Town and shall not speak on behalf of the Town unless specifically authorized to do so. The Town maintains proprietary and confidential information, including but not limited to financial or sales tax information, attorney-client privileged information, executive session information, elected official work product, personal information about Town Council Members, employees, contractors, suppliers, vendors, and community members. This information is to be treated with discretion and only disseminated on a need-to-know basis. See also, section 9.7 of this Handbook regarding Confidential Data.

Violating the Code of Ethics will not be tolerated.

2.02 Equal Employment Opportunity and Unlawful Harassment

The Town is dedicated to the principles of Equal Employment Opportunity (EEO). Accordingly, we prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

2.03 ADA and Religious Accommodation

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a

direct threat to health or safety. The Town will make reasonable accommodations for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the Town.

2.04 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request reasonable accommodations related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may, where legally permissible, require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Town Clerk.

The Town will not deny employment opportunities or retaliate against an employee because of a request for a reasonable accommodation related to this policy as detailed here. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

2.05 Accommodations for Nursing Mothers

A private space will be provided, and reasonable time will be permitted for nursing mothers to express milk during the workday for up to two years following the birth of a

child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently or if additional time is needed, the Town and the employee will agree upon a schedule that might include the employee using unpaid leave (if non-exempt), paid leave as detailed in the benefits section of this handbook, arriving at work earlier, or leaving later. In the event unpaid leave or paid leave days are used, the employee will be relieved of all work-related duties during the break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Town will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Employees should contact the Town Clerk or the Town Administrator to discuss the location for storage of expressed milk.

Nursing mothers are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk storage areas.

The Town reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the Town's operations.

The Town will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodation and break time described in this policy.

3. SAFETY IN THE WORKPLACE

3.01 Zero Tolerance Policy

As the safety and security of our employees, vendors, contractors, and community members is in the best interests of the Town, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

The Town has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, community members, customers, and visitors.

3.02 Equal Opportunity Laws and Harassment

As previously stated in this handbook, the Town explicitly prohibits unlawful discrimination against applicants or employees based on age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. These are called EEO laws.

The Town strives to maintain a safe work environment free of unlawful harassment. Unlawful harassment, specific to EEO laws, includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including department directors, managers, supervisors, co-workers, and non-employees such as customers, clients, and vendors.

3.03 Sexual Harassment

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

The Town strongly opposes sexual harassment and inappropriate sexual conduct.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

Submission to such conduct is made explicitly or implicitly a term or condition of employment.

Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.

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.

All employees are expected to always conduct themselves in a professional and businesslike manner. Conduct which violates this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

Written form, such as cartoons, posters, calendars, notes, letters, e-mails.

Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.

Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

3.04 Complaint Procedure for Harassment or EEO Law Violations

If you believe there has been a violation of any EEO or harassment policies, as described in this handbook, please use the following complaint procedure:

Immediately, or as soon as reasonably possible, report the incident to either the Town

Clerk or the Chief of Police. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of EEO or harassment policies.

Your complaint will be kept as confidential as possible. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Mayor.

Regardless of who you report the incident to, there will be an investigation into the matter and corrective action will be taken, as needed.

If you are asked to provide information related to an investigation into a matter that you did not report, it is critically important that you tell the truth and assist in the complaint investigation, so that the issues can be addressed.

The Town prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.

If you perceive retaliation for making a complaint or for your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the Town determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

3.05 Workplace Violence Definition

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Violent Conduct Includes (but is Not Limited to):

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Town property or while performing Town business except as permitted by the Chief of Police.

- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Violating this policy may subject you to criminal charges, discipline, and termination.

3.06 Complaint Procedure for Reporting Incidents of Violence

Report any incidence of violence or any behavior that compromises our ability to maintain a safe work environment to your supervisor immediately. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. Employees are expected to cooperate in any investigation of workplace violence.

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to your supervisor.

3.07 Concealed Weapons Policy

An individual with a concealed weapon who has a permit must report to the Chief of Police that they are carrying a concealed weapon while on Town property. You must provide the Chief of Police with the permit and the weapon for inspection. Additional precautions may be taken depending upon the circumstances.

3.08 Concealed Weapons Definitions

“Employer property” covered by this policy includes all Town-owned or leased buildings and surrounding areas, such as sidewalks, walkways, driveways, and parking lots under the Town’s ownership or control. This policy also applies to all Town-owned

or leased vehicles and all vehicles that come on to Town property.

“Weapons” include, but are not limited to, handguns, firearms, explosives, and knives. If employees have a question regarding whether an item is covered by this policy, they should consult the Chief of Police. It is the employee’s responsibility to make sure that any item that could reasonably be considered a weapon, but not specifically listed above, is not prohibited, if the employee intends to possess the item in the workplace.

3.09 Weapon Searches and Inspections

Upon reasonable suspicion the Chief of Police or his/her designee may direct a search of any Town-owned or leased vehicles, personal vehicles, packages, containers, briefcases, purses, lockers, desks, and persons entering Town property to determine whether any unauthorized weapons are present. Any employee failing or refusing to promptly permit a search will be subject to discipline up to and including a discharge.

Where no weapon is suspected, the Chief of Police or his/her designee may conduct searches of employees’ personal effects, after notice is given and with the employee’s consent. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

The Town may conduct searches of the items listed above without employee consent if there is a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the Town. Copies of those keys are kept by the Town.

3.10 Complaint Procedure for Reporting Weapons

Any behavior that appears to be in violation of the policies related to weapons should be

immediately reported to the Chief of Police. Complaints will be taken seriously, and the situation will be investigated immediately. Employees should contact law enforcement personnel if they believe there is an imminent threat to their or others' safety.

3.11 Drug and Alcohol Policy

The Town is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, the Town strives to maintain a drug and alcohol-free workplace. Being under the influence of alcohol or illegal drugs (as classified under federal, state, or local laws), including marijuana, while on the job may pose a serious health and safety risk to others, which will not be tolerated.

3.11.1 Prohibited Conduct

The Town expressly prohibits employees from engaging in the following activities when they are working, conducting Town business, or on Town premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, marijuana, or recreational drugs.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs. While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law and its use, as it impacts the workplace, is prohibited by Town policy.

The Town will not initiate disciplinary procedures against non-sworn officers solely based on their off-duty use of cannabis, in compliance with Colorado's marijuana laws. However, employees may not consume or be under the influence of marijuana while on duty or at work, even if they possess a valid prescription for medical marijuana.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law if it does not impair your safety, your job performance, or the safety of others. If you take over-the-counter medication or other medication that can legally be

prescribed under both federal and state law to treat a disability, inform your supervisor if you believe the medication may impair your safety, your job performance, or the safety of others, or if you need a reasonable accommodation before reporting to work while under the influence of that medication.

3.11.2 Drug and Alcohol Testing

Any employee engaged in public safety functions, including any position involving the carrying of firearms or the operation of Town motor vehicles, may be required to undergo blood, breath, and (or) urine testing for the presence of drugs or alcohol if the employee is suspected of being intoxicated while on duty or is involved in an accident, shooting, or other serious incident while on duty.

Drug or alcohol testing under this policy shall be conducted in accordance with procedures established by each department supervisor, subject to the following requirements:

- Any blood sample shall be obtained only under appropriate medical conditions.
- Any urine sample shall be obtained only under conditions which provide for employee privacy and ensure the accuracy of the sample.
- Test results shall be made available only on a “need to know” basis.
- Any employee’s refusal to cooperate in a required drug or alcohol test pursuant to this policy shall be considered grounds for discharge.

3.11.3 Treatment and/or Rehabilitation

The Town may assist employees in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the Town may consider continued employment if concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. The Town may also require employees to obtain medical clearance.

3.11.4 Violations of the Drug and Alcohol Policy

Violating this policy may result in disciplinary action, including employment termination.

4. CONFLICTS OF INTEREST

4.01 Conflicts of Interest Policy

While on duty, employees of the Town are expected to devote their best efforts and conduct to the interests of the Town.

The Town recognizes the rights of employees to engage in activities outside of their employment, which are of a private nature and unrelated to Town operations. However, personal, outside interests or relationships must not influence or appear to influence employees to the detriment of the Town and the services we provide to the community.

Conflicts of interest, and the *perception* of conflicts of interest, create disruptions to the smooth operations of the Town, and can degrade the trust the community has for the Town, elected and appointed officials, Town employees, and sworn officers.

Therefore, employees must not engage in any activities or relationships, including personal investments, which might directly or indirectly result in, or appear to potentially result in, a conflict of interest or impairment of independence of judgment. Employees must not accept gifts, favors, or benefits that might tend to influence them, directly or indirectly, in the performance of their duties.

If employees have any questions whether a situation is a conflict of interest, they should disclose the potential conflicts of interest to their supervisor to discuss the matter fully. If there is disagreement, or continued uncertainty, refer the matter to the Town Administrator.

5. WAGE AND HOUR POLICIES

5.01 Introduction to Wage and Hour Policies

Pay depends on a wide range of factors, including job classifications, employment status, individual experience and training, credentials, job performance, and economic and market forces. After reading this section, if you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, speak with your supervisor.

5.02 Employee Classifications

Employees of the Town are classified as either exempt or non-exempt under federal and state wage and hour laws:

- **Exempt employees** are those who are exempt from minimum wage and overtime pay requirements because their positions meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are paid a salary rather than an hourly wage. Their positions are considered executive or professional positions.
- **Non-exempt employees** are those whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. They are paid an hourly wage.
- **Sworn employees** are those that have the authority to make arrests and enforce the law. A sworn officer is required to take an oath of office that includes an oath to defend the Constitution.

5.03 Employee Status

Employees of the Town are further classified as pull-time, part-time, or temporary:

- **Full-time employees** are those who are normally scheduled to work 30 or more hours per week.

- **Part-time employees** are those who are normally scheduled to work fewer than 30 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.
- **Temporary employees** are those who are employed for short-term assignments. Temporary employees are generally hired to supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees may be classified as exempt or non-exempt on the basis of job duties and compensation.

5.04 Pay Day, Pay Period, and Workweek

The standard pay period is two weeks for all employees. Pay dates are every other Friday. If a pay date falls on a holiday, you will be paid on the preceding workday.

The workweek begins on Thursday at 12:01 am and ends on Wednesday at 12:00 am.

5.05 Attendance Policy for All Employee Classifications

The Town offers a competitive and flexible Paid Time Off (PTO) plan that encourages the employees to take time off to rejuvenate.

Paid Time Off (PTO) schedules and policies are found in the Benefits section of this Handbook. See Section 14 in this Handbook for more details.

5.06 Direct Deposit for all Employee Classifications

The Town encourages all employees to enroll in direct deposit during the new hire paperwork process. If you would like to take advantage of direct deposit at a later date, ask the Town Clerk for a form to enroll.

Employees enrolled in direct deposit view their paystubs online through the payroll processors website described in Section 5.11, below.

5.07 Paycheck Deductions for all Employee Classifications

The Town is required by law to make certain deductions from your pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) amounts (for Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal IRS Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck when enrolling in insurance, retirement plans or other offered services. Your deductions will be reflected in your wage statement.

The Town is committed to complying with salary basis requirements which allows properly authorized deductions. Review your paycheck for accuracy. If you have any questions or concerns about deductions or inaccuracies, contact your supervisor.

Reports of improper deductions will be promptly investigated by the Town Clerk. If an error is found, you will receive an adjustment, which will be paid as soon as practicably possible.

5.08 Mileage Reimbursement

Any employee approved to use a personal vehicle for Town business shall be reimbursed for such use at current IRS mileage rates. The employee must obtain their supervisor's advance written approval for such use. A mileage report shall be submitted within 30 days to substantiate such use. No reimbursement shall be allowed without such submission. Parking fees are also reimbursable, provided they are substantiated and approved by your supervisor.

5.09 Work-Related Travel Expense Reimbursement

Any employee who must travel for Town business purposes shall be reimbursed for preapproved travel expenses, lodging, and meals. Employees must seek this pre-approval from their direct supervisor, who is required to secure written pre-approval from the Mayor / Town Administrator.

Employees will not be reimbursed for alcoholic beverages. Employees are reimbursed for the coach fare for travel by common carrier. Employees are asked to document the purpose of the expense and the nature of the business conducted. Receipts supporting expenses for lodging, commercial transportation, auto rental, business entertainment, and other Town work expenditures must accompany an expense report. Expense reports should be turned in within one (1) month from the time the expense is incurred or upon receipt of a credit card statement.

5.10 Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period.

5.11 Overtime/Compensatory Time for Non-Exempt Employees

All non-exempt employees must record all worked time and all PTO or other leave time, using the Town's electronic timekeeping system.

At certain times, the Town may require you to work overtime. While the Town will attempt to provide advance notice of when overtime may be required, this may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination.

Overtime will be paid at one and one-half times the employee's regular rate of pay for any work in excess of (1) forty hours per workweek, (2) twelve hours per workday, or (3)

twelve consecutive hours without regard to the starting and ending time of the workday (excluding a duty-free meal period). The 40-hours threshold is based on actual hours worked in the week. Therefore, PTO, holidays, or other paid or unpaid leave time is not included in calculating the 40-hours threshold.

For purposes of calculating overtime, the workweek begins at 12:00 a.m. midnight Thursday and ends at 11:59 p.m. Wednesday.

Non-sworn non-exempt employees will be given compensatory time off in lieu of time-and-a-half-pay, for up to a maximum of eight compensatory hours (or 5.33 hours of time worked in excess of 40 hours in one week). Employees may choose to take a day off without pay in exchange for the overtime worked the prior week. Compensatory time earned in one pay period must be taken before the end of the next pay period.

Employees must inform their supervisor if selecting compensatory time off. Otherwise, the overtime pay will automatically be included in their next paycheck.

Additional policies regarding PTO are provided in Section 14 of this Handbook.

5.12 Recording Time for Non-Exempt Employees

The Town is required by federal, state, and local laws to keep accurate records of hours worked for non-exempt employees. To ensure that the Town has complete and accurate time records, and that employees are paid for all hours worked, non-exempt employees must use the Town's electronic timekeeping system, as referenced above.

You must accurately record all your time daily and follow established Town procedures for recording hours worked and leave taken. Consult your supervisor for more details.

Electronic time sheets/timecards are to be turned in to your supervisor or appropriate department at the end of each pay period.

Notify your supervisor of any pay discrepancies, unrecorded or misreported work hours, or any involuntarily missed meal or break periods. Falsifying time entries is prohibited and could result in termination.

5.13

Meal Periods for Non-Exempt Employees

Non-exempt employees who work five or more consecutive hours in a day will be provided at least one unpaid 30-minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the work activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

6. PERFORMANCE EVALUATIONS

6.01 Performance – Reviews, Ratings, and Raises

It is the policy of the Town to pay its employees at the prevailing rates paid for similar work by the employers with whom we compete for quality staff, if financially feasible, based on the average rates for comparable responsibilities by competing employers.

Periodic market research is conducted and payrate ranges are adjusted according to the results of the market research. Additionally, job classes are individually reassigned to their proper salary ranges periodically, in keeping with the varying movements of the prevailing rates in the marketplace.

A Merit Increase within the defined range for that position, may be earned annually, if applicable, based on job performance as determined for each employee by his or her supervisor, and if financially feasible and subject to annual appropriations.

Within this policy described above, each department has latitude to work with the Town Manager to create logical timelines for performance reviews and to create internally equitable systems to manage budgeted salaries for that department.

Council has approved a step increase system for sworn employees of the Police Department, for example, which is different from other Town employees' pay structure.

What applies across the board is the following:

Salaries are subject to annual appropriations by Council, market forces and prevailing rates paid to competing employers, and most of all, by job performance, documented accomplishments, training, accreditations, professional development, increased responsibilities, and the evaluations of your supervisor.

Every effort is made to hold annual performance reviews for each employee at least once annually. Performance reviews will result in achievement level ratings on a scale of one through five (with one being improvement required and five being truly exceptional) for a number of different elements that are essential for the reasonable

achievement of the workload pertaining to that particular position, as determined by the position's supervisor. The results of these evaluated ratings will then be averaged to determine where to place the employee within the current market-competitive salary range associated with their position and responsibilities.

Supervisors are trained to provide written feedback pertaining to the employee's performance to help employees understand the ratings given and to communicate areas for improvement and recognize high quality performance.

As employees develop professionally and take on more duties, learn new skills, and carry more responsibilities, there may be opportunities to move into higher salary ranges, thereby creating opportunities for both increased financial compensation and promotions to new positions within their own career paths.

If you have any questions about your work performance or about the performance review process, please contact your supervisor.

6.02 Probationary Period

All employees must satisfactorily complete a probationary period. This applies not only to the first appointment of a new employee but also to any subsequent appointments in connection with a promotion. The probationary period shall be regarded as an integral part of the selection process and shall be used for closely observing the employee's work, for securing the most effective adjustment of a new or promoted employee, and for screening out any employee whose performance or conduct is not satisfactory.

The normal period of probation is one year for police officers and six months for all other employees, unless you are notified otherwise.

7. CONFLICT RESOLUTION

7.01 Problem Solving Procedures

The Town strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances about the workplace to the attention of your supervisor and, if necessary, to the Mayor or Town Administrator. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there has been inappropriate conduct or activity by any Town official, employee, vendor, customer, or other person, bring your concerns to your supervisor. If you have already brought the concern to your supervisor and do not believe you received a sufficient response, or if the concern involves your supervisor directly, present your concerns to the Mayor or Town Administrator. While most issues can be resolved informally, if the situation requires it, formal action may be taken by the Town.

7.02 Mediation Program

The Town engages a professional mediator who is available to both residents and employees of the town for free, for two free mediation sessions, via zoom. After the first two free sessions, if you wish to continue to use the service, residents and employees pay a reduced rate. Please contact the Town Clerk if you are interested in this confidential service. The nature of the dispute being mediated can remain private and between the parties participating in the mediation.

8. SEPARATION OF EMPLOYMENT

8.01 Resignation or Retirement

If you desire to end your employment relationship with the Town, we ask that you notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return Town property, review eligibility for continuation of insurance, and make arrangements for your final pay.

Employees who plan to retire are asked to provide sufficient advance notice to the Town so we can timely process any pension forms or other retirement benefits to which an employee may be entitled.

8.02 Exit Interview

You may be asked to participate in an exit interview when you leave the Town. The purpose of the exit interview is to provide the Town with greater insight into your decision to leave employment, identify any trends requiring attention or opportunities for improvement, and to assist the Town in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is greatly appreciated.

8.03 Criminal Activity/Arrests

The Town will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Town, whether on or off Town property, will not be tolerated and will result in termination effective immediately.

9. GENERAL POLICIES

9.01 Employer Sponsored Social Events

The Town holds periodic social events for employees. Unless otherwise specified, your attendance at these events is voluntary and does not constitute part of your paid, work-related duties. Exceptions to this policy must be in writing and signed by a supervisor prior to the event.

9.02 Political Participation

The Town encourages employees to participate in matters of responsible citizenship.

Any Town employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with his or her job. If involvement is necessary during normal working hours, the individual must take vacation leave or leave without pay.

Employees whose salary comes in part or in whole from federal government sources are subject to the Federal Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political corporation whatsoever.

Employees will not be required to work for, or participate in, the support of any political candidate during their off-duty hours.

9.03 Off-Duty Use of Employer Property or Premises

Using Town property for personal use during working time is prohibited. This includes use of copy machines, computers, Town products, or office supplies for personal use without prior authorization.

Private use of Town property during off-duty or nonworking hours is prohibited except by the express written consent of your supervisor. You may also be required to reimburse the Town for the use of such facilities if this use utilizes Town equipment or office supplies.

9.04 Personal Appearance

Your personal appearance reflects the reputation and public image of the Town. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate professional attire for the workplace and the work being performed. This may include wearing uniforms, name tags, or protective safety clothing and equipment, depending upon the job.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

Failure to comply with the personal appearance standards may result in disciplinary action, including but not limited to being asked to groom or change clothes, or leave the premises. Termination may result in cases of repeat violations.

9.05 Out of Office Email and Voicemail Policy

Employees must review voicemail messages in a timely fashion. When employees know that they are going to be out of the office for two days or more, they must leave messages on their voicemail and email stating when they will be returning messages and who will be an alternative contact in the meantime.

9.06 Security

All employees are responsible for helping to make the Town a secure work environment. See also Section 3 of this handbook, titled, "Safety in the Workplace."

Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your supervisor immediately. Refrain from discussing specifics regarding Town security systems (such as alarms, passwords, and other related subjects) with those outside of the Town. Please be sensitive to who might overhear a conversation if you are having a conversation with another employee about this topic.

Immediately advise your supervisor of any known or potential security risks or suspicious conduct of employees, customers, or guests of the Town. Maintaining safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

9.07 Confidential Information

Members of the community must trust the Town to handle their confidential information with integrity, for the Town to successfully implement programs and missions across the entire breadth and width of the work of the Town. From the Court to the Police Department, to the management of utility billing and Public Works improvements – all this work requires trust in our ability to manage complex operations with discretion and professionalism.

Employees of the Town will have access to confidential information. This includes, but is not limited to, information concerning other employees, community members, court cases, private utility bills, and police records.

Disclosure of confidential information could seriously damage the Town's reputation, due to a destruction of trust, and therefore such action will not be tolerated.

This non-disclosure prohibition applies during and after an employee's employment.

Any copying, reproducing, or distributing of confidential information in any manner must be authorized by your Department Head. Confidential information remains the property of the employer and must be returned to the Town upon separation or upon demand.

In addition, employees are prohibited from purchasing or selling securities based on information not generally available to the public.

9.08 Personnel Records and Personal Data Changes

The Town keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an employee.

Notify the Town Clerk immediately if you have changes in any of the following areas: name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information.

Additionally, you should notify the Town Clerk if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise in the Town.

If you want to look at your Personnel File or discuss it, contact the Town Clerk.

9.09 Third Party Disclosures

From time to time, the Town may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, the media, law enforcement agencies, and other outside persons may contact our employees to obtain information.

If you receive such a contact, you should not speak on behalf of the Town and should

refer any queries to the Mayor or Town Administrator, or when related to public safety, the Chief of Police. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Mayor or Town Administrator.

9.10 Inclement Weather

In the event of inclement weather, Town offices and services will remain open unless otherwise ordered by the Mayor or the Town Administrator. If the Town offices are closed due to inclement weather, employees will receive pay for the hours they were scheduled to work.

9.11 Smoking

It is our objective to provide a smoke-free work environment. Smoking is prohibited within all areas of the Town Hall building and within 25 feet of the main entrance into the building. This restriction applies to all employees and visitors, always, including non-business hours.

10. COMPENSATION AND BENEFITS

10.01 Compensation and Benefits Overview

The Town values each employee and strives to provide a competitive compensation and benefits package to help retain good employees.

The Town Council adopted a Permanent Prevailing Wage Policy in October 2022, that requires periodic market research of competitive positions so that employees' payrate ranges remain competitive over time. Additionally, supervisors hold performance reviews annually, to provide written guidance and feedback regarding job performance, and to adjust payrates in accordance with employee performance, as the budget and financial conditions allow.

The Town also provides high quality plans for health, vision, and dental care, paying 100% of the premiums for employees and their dependents. All full-time employees are eligible to enroll themselves and their qualified dependents (including children up to age 26) in the medical, dental and vision plans.

The Town participates in several accidental death and dismemberment insurance plans, as well as generous pension and retirement plans.

And lastly, the Town offers a competitive and flexible Paid Time Off (PTO) plan that encourages the employees to take time off to rejuvenate.

The following sections of this manual provide more detailed benefit information about each of these different types of benefits.

The Town and our designated plan administrators reserve the right to interpret and administer the benefits, including determining benefit eligibility.

Please set aside some time to review the detailed material and to ensure enrollment deadlines are met. Enrollment for many of the listed benefits can only take place at certain times. (Please see Section 11.04 "Enrollment Period and Qualifying Events" for more details.) It is your responsibility to understand the benefit plans in which you enroll.

While we have made every effort to provide detailed benefit information in this book, and we are happy to help if we can, and may encourage you to contact the provider for further information, at times.

Benefits are available to full-time employees. Part-time employees are not eligible for benefits. Some benefits are limited to an employee classification of Sworn vs. Non-Sworn employees.

Since benefit programs are influenced in part by the Town's budget, the Town is committed to selecting cost effective benefits and will manage benefits prudently. That said, the benefits listed in this book are subject to change as permitted by law and are not a guarantee of future benefits. And of course, this book describes the current benefits available at the time the book was adopted and will be updated if benefits change. The Town retains the right to amend or terminate any of the benefit programs described herein.

11. HEALTHCARE BENEFITS

11.01 Medical Insurance

The following provides the HMO plan costs offered through Kaiser Permanente:

Kaiser Permanente Plan	Employee Cost
GLD0RX HMO	\$0

The following provides a summary of the medical benefits:

KP CO Gold	
Deductible (Individual/Family)	\$0.00
Out of pocket Maximum (Individual/Family)	\$7,000/\$14,000
Coinsurance (Member's Cost)	20%
Emergency Room	\$750
Urgent Care	\$75
Inpatient Hospital	\$750 per day (Days 1 through 4)
Virtual Care Services (chat, Video Visit, Email, Phone)	No Charge
PCP Office Visit	\$20 KP \$40 Affiliated Provider
Specialist Office Visit	\$60
MRI, CT, and PET	\$500

Lab X-Ray	20%
Outpatient Surgery/ Ambulatory Surgical Center (ASC)/ Outpatient Dept of Hospital	\$500 ASC \$750 Hospital
Prescription Drugs	
Generic	\$15
Brand	\$65
Brand Non-Preferred	\$300
Specialty	\$350
Pharmacy Deductible	\$0

11.02 Dental Insurance

The following provides the plan costs and a summary of the benefits offered by the Town through Delta Dental of Colorado:

Dental Insurance	Employee Cost
Delta Dental of Colorado	\$0

The following provides additional details including a summary of the dental benefits:

DENTAL	
Plan Name:	Delta Dental PPO
Group #:	2297
Subscriber ID:	Social Security Number
Customer Service:	(800) 610-0201
Website:	WWW.DeltaDentalCO.com
Find a Dentist	On the website, enter the Zip AND select an option that pops up

Table of Covered Services for Subscribers and Dependents 13 years of age and older

	Delta Dental PPO Provider	*Delta Dental Premier or Non-Participating Provider
Covered Services	Plan Pays	Plan Pays
Oral Exams	100% of the PPO Schedule of Allowances	90% of the PPO Schedule of Allowances
X-Rays		
Sealants		
Flouride Treatments		
Basic Services		
Basic Restorative (Fillings)	80% of the PPO Schedule of Allowances	80% of the PPO Schedule of Allowances
Oral Surgery		
Endodontics (Root Canal Therapy)		
Periodontics (Gum Disease Treatment)		
Major Services		
Prosthodontics (Dentures, Bridges)	50% of the PPO Schedule of Allowances	50% of the PPO Schedule of Allowances
Special Restorative Crowns, Implants and Onlays		
Orthodontic Services		
Orthodontic (dependent child to age 19)	50% of the PPO Schedule of Allowances	50% of the PPO Schedule of Allowances

* If you do not use a PPO Provider, and your provider charges more than the PPO Schedule of Allowances, you may be responsible for excess charges. If you see a Premier Provider, you are responsible for the difference between the PPO Schedule of Allowances and the fee from the Premier Maximum Plan Allowance. If you see a Non-Participating Provider, you are responsible for the difference between the PPO Schedule of Allowances and the full billed charges.

Table of Covered Services Dependents Children through age 12

	Delta Dental PPO Provider	*Delta Dental Premier or Non-Participating Provider
Covered Services	Plan Pays	Plan Pays
Oral Exams	100% of the PPO Schedule of Allowances	90% of the PPO Schedule of Allowances
X-Rays		
Sealants		
Flouride Treatments		
Basic Services		
Basic Restorative (Fillings)	100% of the PPO Schedule of Allowances	80% of the PPO Schedule of Allowances
Oral Surgery		
Endodontics (Root Canal Therapy)		
Periodontics (Gum Disease Treatment)		
Major Services		
Prosthodontics (Dentures, Bridges)	100% of the PPO Schedule of Allowances	50% of the PPO Schedule of Allowances
Special Restorative Crowns, Implants and Onlays		

* If you do not use a PPO Provider, and your provider charges more than the PPO Schedule of Allowances, you may be responsible for excess charges. If you see a Premier Provider, you are responsible for the difference between the PPO Schedule of Allowances and the fee from the Premier Maximum Plan Allowance. If you see a Non-Participating Provider, you are responsible for the difference between the PPO Schedule of Allowances and the full billed charges.

11.03

Vision Insurance

The following provides a summary of the benefits offered through DeltaVision:

Vision Insurance	Employee Cost
DeltaVision	\$0

VISION			
Plan Name:	DeltaVision 175 + EasyOptions + LightCare		
Group #:	2297		
Customer Service:	(800) 610-0201		
Website:	www.VSP.com		
Find a Dentist	Go to the website, enter the zipcode and select an option.		
Service / Materials	Description of Coverage	Co-Pay	Coverage Period *
WELLVISION EXAM	Focuses on your eyes and overall wellness	\$10.00	Every calendar year
Prescription Glasses		\$25.00	See Frames and Lenses
FRAMES	<ul style="list-style-type: none"> • \$195 featured frame brands allowance • \$175 frame allowance • 20% savings on the amount over your allowance • \$95 Costco® frame allowance 	Included in Prescription Glasses	Every calendar year
LENSES	<ul style="list-style-type: none"> • Single vision, lined bifocal, and lined trifocal lenses • Impact-resistant lenses for dependent children 	Included in Prescription Glasses	Every calendar year

LENS ENHANCEMENTS	<ul style="list-style-type: none"> • Standard progressive lenses • Premium progressive lenses • Custom progressive lenses • Average savings of 30% on other lens enhancements 	<ul style="list-style-type: none"> • \$0.00 • \$95 - \$105 • \$150 - \$175 	Every calendar year
EASYOPTIONS	<ul style="list-style-type: none"> • Additional \$100 frame allowance or • Additional \$50 contact lens allowance or • Fully covered progressive lenses or • Fully covered light-reactive lenses or • Fully covered anti-glare coating 	Included in Prescription Glasses	Every calendar year
LIGHTCARE	\$275 allowance for ready-made non-prescription sunglasses, or ready-made non-prescription blue light filtering glasses, instead of prescription glasses or contacts	\$25	Every calendar year
CONTACTS (Instead of Glasses)	<ul style="list-style-type: none"> • \$175 allowance for contacts; copay does not apply • Contact lens exam (fitting and evaluation) 	up to \$60	Every calendar year
EXTRA SAVINGS	Glasses and Sunglasses Extra \$20 to spend on featured frame brands. Go to vsp.com/offers for details. 20% savings on additional glasses and sunglasses, including lens enhancements, from any VSP provider within 12 months of your last WellVision Exam.		
	Routine Retinal Screening No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam		
	Laser Vision Correction Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities		

*Beginning with the first date of service.

11.04

Enrollment Period and Qualifying Events

All enrollments must be submitted within 30 days of the qualifying event. The effective date of insurance coverage is dependent on the qualifying event outlined below.

Qualifying Event (QE)	Coverage Effective Date
New Hire	1st of month following QE
Part Time to Full Time Status	1st of month following QE
Marriage	1st of month following QE
Divorce	1st of month following QE
Birth	Date of QE
Death	Date of QE
Adoption	Date of QE
Loss of Other Insurance	1st of month following QE

12. ACCIDENTAL DEATH AND DISMEMBERMENT

12.01 CIRSA Accidental Death and Dismemberment

The Town offers an employer-paid Accidental Death and Dismemberment insurance policy of \$50,000 administered by Colorado Intergovernmental Risk Sharing Agency (CIRSA) to all full and part-time employees.

This coverage provides Occupational Accidental Death and Dismemberment (OAD&D) coverage, as well as additional standard benefits. To be covered, an injury must arise out of your employment by the Town.

In addition to the accidental death and dismemberment coverages, the following additional standard benefits apply: Seat Belt Benefit, Air Bag Benefit, Loss Due to Coma, Critically Burned Benefit, HIV/Hepatitis Benefit, and Hospital Inpatient Stay. Additionally, the coverage includes Travel Assistance which will apply excess of all other valid and collectible insurance. The Travel Assistance coverage applies on a 24-hour basis. Please ask the Town Clerk for additional details related to this coverage.

12.02 FPPA Statewide Death and Disability Plan

Sworn employees at the Town are eligible to participate in the Statewide Death and Disability Plan administered by the Fire and Police Pension Association (FPPA). Sworn employees become eligible to participate in the plan on the date of hire, for on and off-duty coverage. The Town will automatically enroll you in the plan, however **you are responsible for gaining access to the “Member Account Portal,” to verify contact information, update beneficiary designations and keep information up to date in the system.**

For detailed information, please visit the [Statewide Death & Disability Plan Brochure](#).

13. PENSION AND RETIREMENT

13.01 Fire and Police Pension Association (FPPA)

Sworn employees at the Town are required to participate in the Statewide Retirement Plan Defined Benefit (SRP:DB) administered by the Fire and Police Pension Association (FPPA). Sworn employees become eligible to participate in the plan on the date of hire. The Town will automatically enroll you in the plan with FPPA and setup your payroll contributions, per the schedule below.

Year	Employee Contribution	Employer Contribution	Total Contribution
2015	8.50%	8.00%	16.50%
2016	9.00%	8.00%	17.00%
2017	9.50%	8.00%	17.50%
2018	10.00%	8.00%	18.00%
2019	10.50%	8.00%	18.50%
2020	11.00%	8.00%	19.00%
2021	11.50%	8.50%	20.00%
2022	12.00%	9.00%	21.00%
2023	12.00%	9.50%	21.50%
2024	12.00%	10.00%	22.00%
2025	12.00%	10.50%	22.50%
2026	12.00%	11.00%	23.00%
2027	12.00%	11.50%	23.50%
2028	12.00%	12.00%	24.00%
2029	12.00%	12.50%	24.50%
2030	12.00%	13.00%	25.00%

You are responsible for gaining access to the “Member Account Portal,” to verify contact and address information, check balances, and maintain your beneficiary designations. To speak to an FPPA Relationship Management Team member, call 800-3332-3772 ext. 6450.

The following links provide access to the FPPA website, the member account portal and the plan brochure. (Click on “Ctrl” and the link at the same time to access the website.)

[FPPA Website](#)

[Member Account Portal](#)

[Statewide Defined Benefit Plan Brochure](#)

13.02 Empower 401(a)

The Town offers a 401(a) Plan through Empower. This is a retirement plan that allows the employee and the employer to contribute funds into the employee's retirement plan. All contributions and earnings are pre-tax and tax deferred until the money is withdrawn.

To be eligible to participate in the 401(a), employees must be 21 years of age and be full-time, defined by the plan as 30 hours. Eligible employees may enroll in this plan immediately upon hire.

The 401(a) Plan is optional for full-time non-sworn employees. If the employee chooses to enroll, the employee contribution amount is set at 8% and the Town also contributes 8% of the pay period earnings.

Sworn employees are required to contribute 8% of ***overtime earnings*** to this plan, and it is matched by the Town in equal amounts.

To enroll, complete the enrollment and the beneficiary forms and return to the Town Clerk. The enrollment form will offer a wide array of investment options, which can be reviewed in detail at empowermyretirement.com or [click here](#). The website may request the Town's plan number, which is **95761-01**.

Those that participate in the 401(a) will not have social security tax withheld from their checks. This may impact your future social security benefits due to the Windfall Elimination Provision. Please review this provision at <https://www.ssa.gov/pubs/EN-05-10045.pdf>.

Please contact the Town Clerk for information regarding loans, rolling funds into or withdrawing funds from the Town's plan.

13.03 Colorado Secure Savings Program Participation

The Town has a certified exemption from the Colorado Secure Savings Program. It does not participate in the Colorado Secure Savings Program since the Town currently offers an employer-sponsored retirement plan, the 401(a) plan, to eligible employees.

Employees who are not eligible for the 401(a) plan can independently enroll in Colorado Secure Savings as voluntary participants. To obtain more information on this plan, please see the Colorado Secure Savings Program website:
coloradosecuresavings.com.

14. LEAVE BENEFITS

14.01 Paid Time Off (PTO)

The Town believes that rest and relaxation is important to the well-being of our team and has established a Paid Time Office (PTO) accrual schedule for Sworn/Police Department employees and one for non-sworn employees. All PTO is earned on a per pay period basis, according to the schedules listed below.

The time employees choose to take off may be used at their own discretion for any reasons whatsoever – vacation, illness, caring for loved ones, appointments or anything for which the employee wishes to take time off. No reasons need be supplied to the Town. Foreseeable requests for time off should be submitted and approved in writing by your supervisor as soon as practically possible, ideally with two weeks' advance notice. This allows the Town to remain staffed appropriately to serve the community. For unforeseeable time off, please notify your direct supervisor as soon as possible.

The Healthy Families and Workplaces Act (HFWA) and applicable rules are used to guide the Town policies regarding PTO hours and accumulation. Additional leave will not be provided if an employee uses all their available PTO and requests additional paid time off, except when a public health emergency is declared, requiring supplemental leave. Jury Duty and Voting Leave are also exceptions to this rule.

The PTO accrual is based on the date the employee becomes full-time (which most often is the employee's date of hire). Years of service are based on the anniversary of employees' full-time hire date.

Any increments of hours may be taken when using PTO. There is no accrual of PTO when employees are placed on unpaid leave due to an investigation, disciplinary action and during certain other leaves. Accrued PTO will be used during leaves of absence and to supplement workers compensation.

Please note: Employees with PTO balances cannot take unpaid time off.

In circumstances where an employee does not have PTO hours accrued and needs to

take time off, the time (if approved) will be unpaid. The Town does not allow negative PTO balances.

The Town encourages employees to take time off but recognizes there are situations where an employee is *unable* to take enough time off during the year to use their accumulated PTO. Therefore, the Town will pay out PTO that has accrued in excess of 20 days (160 hours). The payout will occur on the 24th (of 26) payroll of the year.

If you know ahead of time that you will be absent or late, please provide reasonable advance notice to your supervisor. You may be required to provide documentation of any medical or other excuse for being absent or late when permitted by applicable law.

The Town reserves the right to apply unused PTO or other paid time off (if applicable) to unauthorized absences, where permitted by applicable law. Absences resulting from approved leave or legal requirements are exceptions to the policy.

14.02 PTO Accumulation Schedules

Non-Sworn Full-Time Employees (>30 hours per week)

Years of Full-Time Service	Pay Period Accrual Hours	Annual Accrual in Hours	Equivalent to (8 hr/day)
Less than 2 years (0-24 Months)	4	104	13 Days
Between 3 and 5 years (25-60 Months)	4.62	120.12	15 Days
Between 6 and 9 years (61-108 Months)	5.23	135.98	17 Days
Between 10 - 15 years (109-180 Months)	6.15	159.9	20 Days
16 or more years (181 + Months)	7.69	199.94	25 Days

Non-Sworn Part-Time Employees (<30 hours per week)

Years of Service	Pay Period Accrual	Annual Accrual in Hours	Equivalent to (8 hr/day)
Less than 2 years (0-24 Months)	1.85 Hours	48	6 Days

Full-Time Sworn Employees

Years of Full-Time Service	Pay Period Accrual Hours	Annual Accrual in Hours	Equivalent to (8 hr/day)
Less than 2 years (0-24 Months)	7.38	191.88	24 Days
Between 3 and 5 years (25-60 Months)	8	208	26 Days
Between 6 and 9 years (61-108 Months)	8.62	224.12	28 Days
Between 10 - 15 years (109-180 Months)	9.54	248.04	31 Days
16 or more years (181 + Months)	11.08	288.08	36 Days

Except for Military leave, a break in Town employment of more than six (6) months will result in a loss of all years of service credit and a reset of an employee's date of hire for purposes of PTO.

14.03 Holidays

The Town of Mountain View offers twelve paid holidays each year for non-sworn employees. They are:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- Two employer-designated holidays –identified before the calendar year begins

When a holiday falls on a Friday, when the office is closed, it will be observed on Thursday. When a holiday falls on a Saturday or Sunday, it will be observed the following Monday. Non-sworn employees who are required to work on a Holiday will be compensated for the holidays in accordance with federal and state law.

14.04 Jury Duty Leave

The Town encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your supervisor as soon as possible to make scheduling arrangements.

If you are summoned for jury duty, you will be paid your regular wage for the first three days of juror service or any part thereof. Beginning the fourth day and thereafter,

employees, as jurors, are paid by the State of Colorado for state, district, or county court jury duty. For any additional days, time spent on jury duty will be unpaid. You may opt to use PTO in place of unpaid leave. Employees shall provide proof of jury duty time to the extent authorized by law. The Town will not retaliate against employees who request or take leave in accordance with this policy.

14.05 Voting Leave

Upon prior request (before Election Day), you will be provided up to two hours of additional PTO to vote **if you do not have three or more nonworking hours in which to vote during the hours the polls are open.** The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

14.06 Bereavement Leave Pay

Employees are currently eligible for paid bereavement leave a part of Colorado's Healthy Families and Workplaces Act. Bereavement pay is for the funeral of a close relative, defined as parents, grandparents, children, aunts, uncles, first cousins, nieces, and nephews. You are entitled to take up to three days of bereavement pay. Pay is based on the employee's regular rate for an eight-hour day. Please notify the Town Clerk and your supervisor of your intention to take bereavement leave as soon as the need arises. The Town may request documentation to support absences for bereavement leave.

14.07 Family Medical Leave Act (FMLA)

In accordance with the Family Medical Leave Act ("FMLA"), employees may take an unpaid medical leave of absence for up to 12 work weeks per one 12-month period for the following reasons:

- the birth of a child and to care for a newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care

- for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job; and
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered activity duty."

The Town additionally allows up to 26 work weeks of leave per one 12-month period to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness.

For family medical leave to be granted, the following conditions must be met:

1. The employee must have worked for the Town at least 12-months and worked at least 1,250 hours for the Town during the 12-months prior to the start of the leave. The 1,250-hour threshold only includes hours actually worked and does not include paid or unpaid leave (e.g., vacations, PTO, holidays, jury duty leave, bereavement leave, etc.).
2. The employee must notify their supervisor that they are requesting leave. For leave that is foreseeable (for example, a scheduled medical or family qualifying event), leave must be requested 30 days in advance. For leave that is not foreseeable, notice must be provided as soon as possible and practicable under the circumstances.
3. If applicable, the employee must submit certification in support of the leave request. The Town requires medical certification of all medical leave and will request certification upon being provided notified of the leave. The employee is responsible for submitting complete and sufficient certification within 15 days after the Town makes such request for certification. The employee must use the forms provided by the U.S. Department of Labor in providing such certification. Employees should use form WH380-E for the employee's own serious health condition or form WH380-F for a family member's serious health condition. The content of the certificate may include:
 - contact information for the health care provider;
 - the date the serious health condition began and how long it will last;
 - appropriate medical facts about the condition;
 - for leave for the employee's own serious health condition, information showing that the employee cannot perform essential functions of the job;

- for leave to care for a family member, a statement of the care needed; for intermittent leave, information showing the medical necessity for intermittent or reduced schedule leave and either the dates of any planned leave or the estimated frequency and duration of expected incapacity due to the condition.

If the employee's need for leave lasts beyond a single FMLA leave year, the Town may require the employee provide a new medical certificate in each new FMLA year. Failure to provide the requested certificate within the time required may result in denial of the employee's request for leave.

The Town will utilize the following processing method for all leave requests:

1. Upon being notified of a leave request, the employee's supervisor will forward such notification to the Town Clerk. The Town Clerk will acknowledge receiving the notification in writing.
2. If the leave is for medical purposes, the Town Clerk shall request the employee submit a medical certification as provided above.
3. The Town Clerk must determine the employee's eligibility under the FMLA within five days of receiving notification for family leave or within five days of receiving the medical certification for medical leave.
4. Upon reaching an eligibility decision, the Town Clerk must immediately notify the employee in writing whether the employee is eligible for leave. This eligibility notice will include the following:
 - a. A definition of the 12-month period the employer uses to keep track of FMLA usage. (Such as anniversary date of hire.)
 - b. The employee's right to use paid leave.
 - c. Whether the Town will require the employee use paid leave.
 - d. The employee's right to maintain health benefits and whether the employee will be required to make premium payments.
 - e. The employee's right to return to his or her job at the end of FMLA leave.

The employee will be required to exhaust all accrued PTO hours at the beginning of any leave pursuant to this section. Any employee ready to return to work from leave due to a personal injury, illness, pregnancy, or childbirth must present a doctor's statement indicating their ability to return to work. During a leave of 12 work weeks or less, the Town will guarantee reinstatement of an employee to his or her former job. Employees who are granted an approved leave up to 26 work weeks to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury

or illness shall also be guaranteed job reinstatement.

The Town cannot guarantee it can reinstate the employee to his or her former job if the employee is on leave for longer than 12 work weeks (unless that leave is for 26 weeks for caring for a seriously ill or injured covered service member). However, the Town will make best efforts to reinstate said employee. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

The Town will continue medical and life insurance benefits (as applicable) for an employee on leave for a maximum of three months, so long as the employee continues to pay their required contribution towards the premium(s), if applicable.

Paid Time Off will not accrue during a medical leave of absence. Holidays, funeral pay, or employer's jury duty pay will not be granted during the leave. Employees who fail to return to work within three days after the expiration of their authorized leave will be deemed to have resigned from employment with the Town absent a medical certification extending such leave.

For more information on the FMLA, please visit the [US Department of Labor](#) website.

14.08 Family and Medical Leave Insurance (FAMLI)

Colorado voters approved Proposition 118 in November of 2020, paving the way for a state-run Paid Family and Medical Leave Insurance (FAMLI) program. The FAMLI program is designed to ensure all Colorado workers have access to paid leave in order to take care of themselves or their family during life circumstances that pull them away from their jobs — like growing their family or taking care of a loved one with a serious health condition.

The program is designed for both employers and employees to contribute premiums to the program. However, because the Town values our employees, the Town has opted to pay the full premium for employees and you will not see a premium come out of their paycheck for this program.

Beginning on January 1, 2024, employees who earn at least \$2,500 in yearly wages will be eligible to take paid family and medical leave (FAMLI) during covered circumstances:

- To care for a new child, including adopted and fostered children
- To care for themselves, if they have a serious health condition
- To care for a family member with a serious health condition
- To make arrangements for a family member's military deployment
- To address the immediate safety needs and impact of domestic violence and/or sexual assault.

Depending on your income, when using paid leave, you will receive up to 90% of your normal weekly wages. Benefits are capped at \$1,100 per week.

Those who experience pregnancy or childbirth complications may receive an additional four weeks.

You can learn more about the FAMLI program by contacting the Division at CDLE_FAMLI_info@state.co.us or by visiting the website at famli.colorado.gov.

14.09 Military Leave (USERRA)

The Town complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to your supervisor, who will notify the Mayor or Town Administrator. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, please contact the Town Clerk.

14.10 Workers Compensation and Reporting of Injury

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. **If you are injured on the job while working at the Town, no matter how slightly, you must report the incident in writing to your supervisor as soon as you are able, no later than four days after the injury, regardless of whether or not you will seek treatment for the injury.**

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report immediately. You will be required to submit a medical release before you can return to work.

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

14.11 Domestic Abuse Leave

In accordance with the Colorado Revised Statutes 24-34-402.7, the Town permits an employee to request or take up to three working days of leave from work in any 12-month period, with or without pay, if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse.

15.0 ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the employee handbook dated January 1, 2024. I understand that it is my responsibility to become familiar with its contents. Further, I understand:

Employment with the Town of Mountain View is at-will. I have the right to end my work relationship with the Town, with or without advance notice for any reason. The Town has the same right.

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

The handbook is not all inclusive but is intended to provide me with a summary of some of the Town'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 Town therefore reserves the right to interpret them or to change them without prior notice.

No representative of the Town, other than the Mayor, has the authority to enter into an agreement of employment for any specified period and such an agreement must be in writing, signed by the elected official or Mayor and myself. We have not entered into such an agreement.

Signature

Date

Employee Name