



**MONUMENT TOWN COUNCIL
STUDY SESSION & REGULAR MEETING AGENDA
MONDAY, NOVEMBER 18, 2024 – 6:30 PM**

Monument Town Hall - Council Chambers
645 Beacon Lite Road - Monument, CO 80132

Participate Via Microsoft Teams: <https://www.townofmonument.org/260/Town-Council>

1. Call Regular Meeting to Order at 6:30 PM, Pledge of Allegiance, Roll Call:

2. Disclosures of Conflicts of Interest:

- a. Disclosures of Potential Conflicts of Interest - *(Town Attorney)*
- b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters - *(Town Attorney)*

3. Approval of the Consent Agenda:

- a. Agenda - November 18, 2024
- b. Meeting Minutes - November 4, 2024
- c. Invoices Over \$25K

4. Proclamations:

- a. Colorado Crash Responder Safety Week - *(Town Council)*

5. Oath of Office:

- a. Officer Sealey, Officer Teeples, and Sergeant Sullivan - *(Chief Regan)*

6. Presentations:

- a. Fountain Creek Watershed District Projects Update - *(Alli Schuch)*
- b. Heart of Monument Park Design - *(Cassie Olgren)*

7. Resolutions:

- a. Resolution No. 54-2024 - A Resolution Adopting a Town of Monument Employee Handbook - *(Emily Trujillo)*

8. Discussion Items:

- a. Town Manager Goals, Objectives, and Review - *(Emily Trujillo)*

9. Public Comments For Items Not on the Agenda: *Individuals attending in person may raise their hand to indicate their desire to comment. Individuals attending via Teams may "raise their hand" digitally to comment via connected devices. Please lower your hand when finished with your comments. Comments are limited to 3 minutes.*

10. Future Agenda Item Authorization:

11. Council Comments:

12. Executive Session(s):

a. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. for a Conference with the Assistant Town Attorney and the Town's Water Attorney to Receive Legal Advice on Specific Legal Questions Regarding Water Supply; and Pursuant to §24-6-402(4)(e), C.R.S., to Determine Positions Relative to Matters That May Be Subject to Negotiation, Developing Strategy for Negotiations, and Instructing Negotiators Regarding Proposed Agreements with the Loop Water Authority and the Northern Delivery System - (*Town Attorney*)

13. Adjournment:

**MONUMENT TOWN COUNCIL
REGULAR MEETING MINUTES**

Monday, November 4, 2024 – 6:30 PM
Monument Town Hall – 645 Beacon Lite Rd., Monument CO 80132
Hybrid Meeting – Remote Participation Via Teams

- 1. Call to Order, Pledge of Allegiance, Roll Call:** Mayor LaKind called to order the regular meeting of the Monument Town Council and led those assembled in the Pledge of Allegiance. Proper notice of the meeting was posted for more than 24 hours in the designated posting locations. The following Council members were present for the meeting:

TOWN COUNCIL	TOWN STAFF
PRESENT: Mayor Mitch LaKind Mayor Pro Tem Steve King Councilmember Sana Abbott Councilmember Laura Kronick Councilmember Jim Romanello Councilmember Marco Fiorito Councilmember Sana Abbott Councilmember Kenneth Kimple	Madeline VanDenHoek, Interim Town Manager Tina Erickson, Town Clerk Patrick Regan, Police Chief Rebecca Zisch, Town Attorney Will Williams, Director of IT Rey Medina, Planner I Dan Ungerleider, Director of Planning Thomas Tharnish, Director of Public Works Laura Hogan, Director of Administration Sylvia Simpson, Deputy Town Clerk
ATTENDED REMOTELY:	
ABSENT WITH PRIOR NOTICE:	
ABSENT WITHOUT PRIOR NOTICE:	

LaKind requested a moment of silence from a tragic incident that occurred today to recognize the loss of a life and to the Monument Police Department, El Paso County and Monument Fire Department.

2. Disclosures of Conflicts of Interest:

- a. Disclosures of Potential Conflicts of Interest
- b. Vote on Excluding Council Members with Potential Conflicts of Interest from Consideration, Discussions and Voting on Identified Matters.
 - No disclosures submitted.

3. Approval of the Consent Agenda:

- a. Agenda – October 21, 2024.
- b. Meeting Minutes – October 21, 2024
- c. Invoices Over \$25K
King moved to approve the consent agenda as presented. Kronick seconded the motion. Roll call vote was taken, and the motion passed 7 to 0.

4. Proclamations:

- a. Mayor LaKind presented the proclamation for law enforcement records personnel week November 4th – November 8th, 2024.

5. Presentation(s):

- a. Murray presented the 2025 Budget and Amended 2024 budget as included in the council packet. LaKind questioned why there would be no additional funding being provided by Triview Metropolitan for the comprehensive plan. Ungerleider clarified that he was directed not to pursue additional funding from Triview. The

Council clarified that Triview participation is desired. Revisit Ordinance 19-2014, provide IGA to council to review. Fiorito questioned how a renewable water purchase would be funded, if a line item could be created for a renewable water purchase in 2025. The Council asked to see how much funding is provided to outside organizations seeking donation funding from the town.

6. Ordinances (s):

- a. Ordinance No. 23-2024 – An Ordinance Rezoning the Property Known as 574 N Washington Street from Downtown Business (DB) to Single-Family Detached Medium Density (SFD-2) District. Medina presented Ordinance No. 23-2024 as included in the council packet. The owner Robert Barrish the applicant provided clarity on the history of the zoning on the property. LaKind opened the public hearing, no comments were received. LaKind closed the public hearing. Romanello moved to approve Ordinance No. 23-2024. Abbott seconded the motion. Roll call vote was taken, and the motion passed 7 to 0.

7. Public Comment for Items Not on the Agenda:

- a. Dan Deboo- spoke on the change of traffic patterns on Knollwood Drive intersection, requesting signage to be placed for traffic to slow down.

8. Future Agenda Item Authorization(s):

- a. Draft ordinance for wellness centers for psilocybin mushrooms on December 2, 2024.
- b. Proclamation for crash responders' safety week on November 18, 2024.
- c. Two members for comprehensive plan and impact RFP review – Kronick and King volunteered.
- d. Water workshop on November 18, 2024 @ 5:00pm.
- e. Monument Fire Department tour on November 9, 2024.
- f. Executive session for property transfer negotiations with comcast at a future meeting.

9. Council Comment(s):

- a. LaKind asked councilmembers to participate in purchasing turkeys for Tri-Lakes cares and asked for update on council chambers Audio/Video updates.
- b. King publicly addressed the Our Community News article that was written regarding the budget and the police department.
- c. Romanello mentioned the Fountain Creek Watershed is hiring.
- d. Kronick spoke on Aging in place.

10. Executive Session:

- a. Fiorito moved to adjourn the regular meeting upon entering executive session, pursuant to 24-6-402 (4)(b), C.R.S. for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal advice on questions regarding Code Enforcement. Kronick seconded the motion. Roll call vote was taken, and the motion passed 7 to 0.
 - The Council went into executive session at 8:22 pm.
 - The Council concluded executive session at 9: 16 pm.

11. Adjournment:

- a. The regular meeting was adjourned at 8:12 pm, prior to entering executive session.

Respectfully Submitted,

Tina Erickson, Town Clerk

DRAFT

Statement of Account

Collins Cole Winn & Ulmer, PLLC
165 S. Union Blvd, Suite 785
Lakewood, CO 80228

Town of Monument
 645 Beacon Lite Road
 Monument, Colorado 80132

Date: 11/12/2024

Matter: Town of Monument-General-20028-0001

Responsible Attorney: Split Attorney

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #6925	Balance: \$32,540.50					
11/12/2024	Invoice #6925	12/12/2024	\$32,540.50			\$32,540.50
Totals:			\$32,540.50	\$0.00	\$0.00	\$32,540.50

Matter: Town of Monument-Water-20028-0002

Responsible Attorney: Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #6925	Balance: \$5,936.00					
11/12/2024	Invoice #6925	12/12/2024	\$5,936.00			\$5,936.00
Totals:			\$5,936.00	\$0.00	\$0.00	\$5,936.00

Matter: Town of Monument-PD-20028-0003

Responsible Attorney: Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #6925	Balance: \$129.00					
11/12/2024	Invoice #6925	12/12/2024	\$129.00			\$129.00
Totals:			\$129.00	\$0.00	\$0.00	\$129.00
Totals for all Client Matters:			\$38,605.50	\$0.00	\$0.00	\$38,605.50



Colorado Crash Responders Safety Week Proclamation

WHEREAS, law enforcement officers, firefighters, public service utility, emergency medical personnel, road crews, and tow operators conduct valuable and often life-saving operations at the roadside; and

WHEREAS, these on-scene personnel provide a critical public service; and

WHEREAS, they are called to duty at all hours of the day and night, in adverse weather conditions, and in a dangerous roadside environment; and

WHEREAS, Colorado responders use Traffic Incident Management (TIM) training and skills to safely and quickly clear scenes to improve the safety of all road users; and

WHEREAS, as of September 23, 2024, during this year, 28 first responders that were working on the roadway have been struck and killed, including 13 law enforcement officers, 3 Fire/EMS professionals, 7 tow operators, 1 road safety professional, and 4 Department of Transportation workers, two of which were Colorado DOT employees; and

WHEREAS, one death is too many; and

WHEREAS, drunk, drugged, drowsy, distracted, and dangerous drivers are a threat to our responders' safety; and

WHEREAS, the State of Colorado asks all road users to do their part to keep everyone responding to traffic incidents on our highways safe by slowing down, moving over, and driving safe; and

WHEREAS, the State of Colorado has a "Move-Over" law requiring drivers to slow down and move over when approaching an emergency vehicle, a tow truck or a highway maintenance vehicle when their emergency lights are activated; and

WHEREAS, there is a need for Coloradans to be educated on the dangers of failing to abide by these laws; and

WHEREAS, the week of November 18th to 22nd is recognized nationally as "Crash Responder Safety Week".

NOW, THEREFORE, the Monument Town Council hereby proclaims November 18th through November 22nd, 2024, as **COLORADO CRASH RESPONDER SAFETY WEEK**.

PROCLAIMED THIS 18th day of November 2024.

Attest:

Town of Monument

Tina Erickson, Town Clerk

Mitch LaKind, Mayor



Fountain Creek Watershed District Projects Update for Town of Monument

***Alli Schuch
Executive Director
Fountain Creek Watershed District***





FOUNTAIN CREEK
WATERSHED DISTRICT



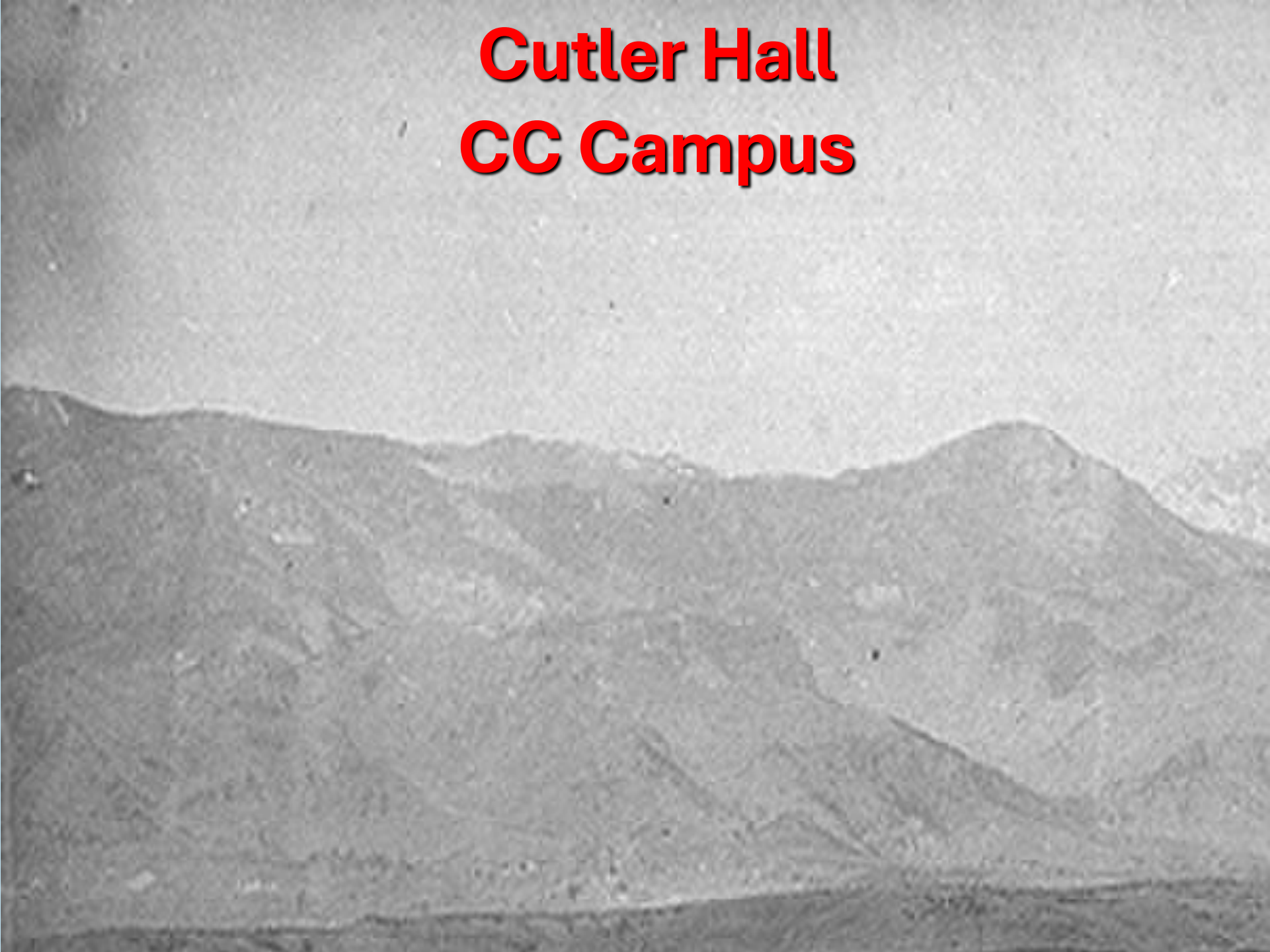
Snapshot of the Fountain Creek Watershed

- *927 square miles of land and water*
- *Two counties, seven municipalities*
- *Elevation change from 14,115' to 4,695' over 71 miles*
- *Extremes in slopes, soil types, temperature, precipitation, ecosystems and multitudes of water uses*
- *Second most studied, and one of the most erratic watershed in the US*

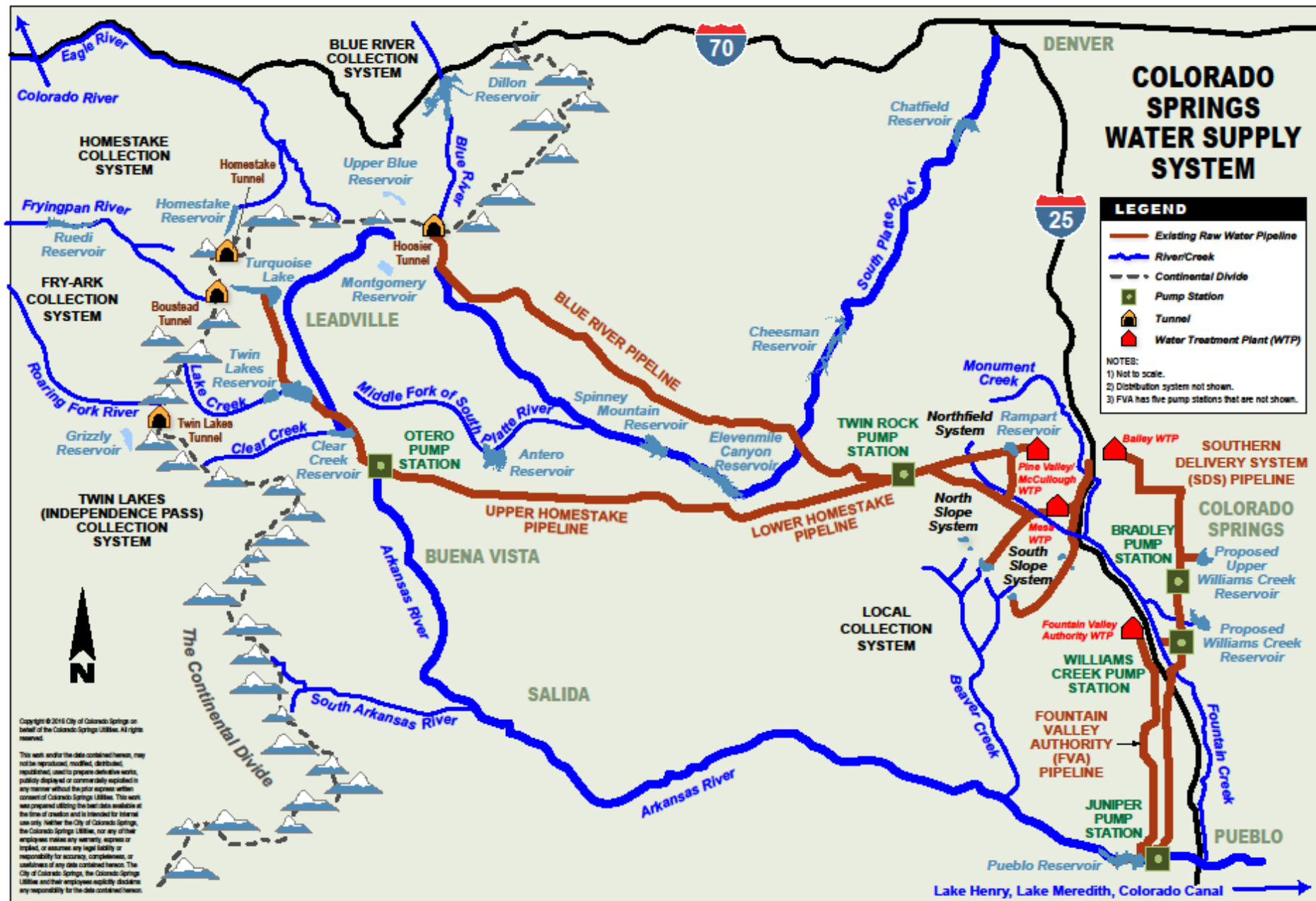


Cutler Hall

CC Campus



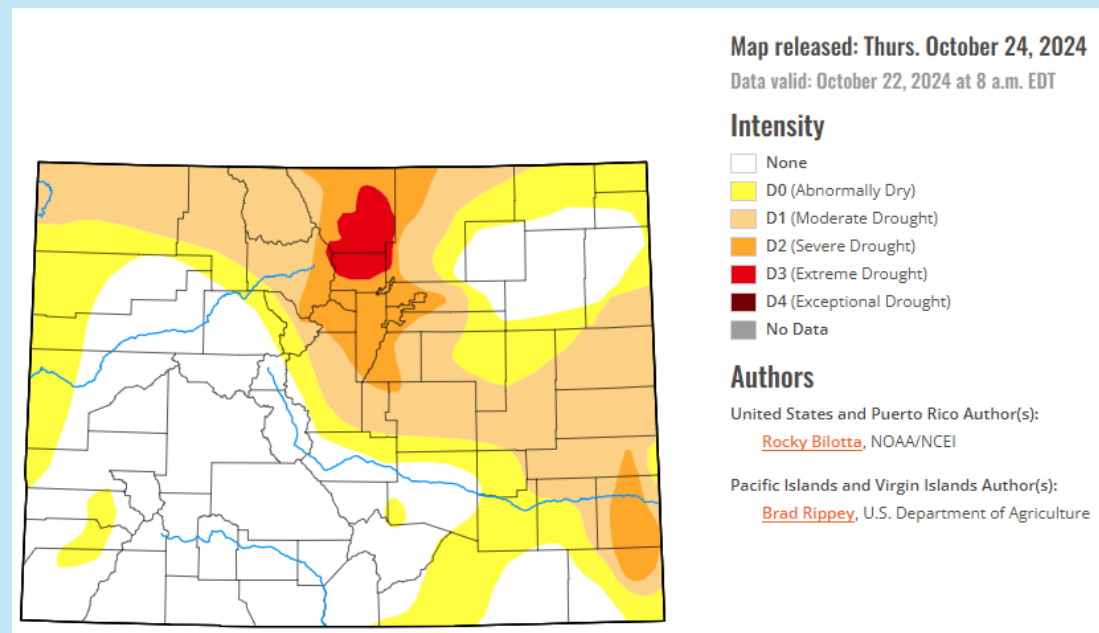






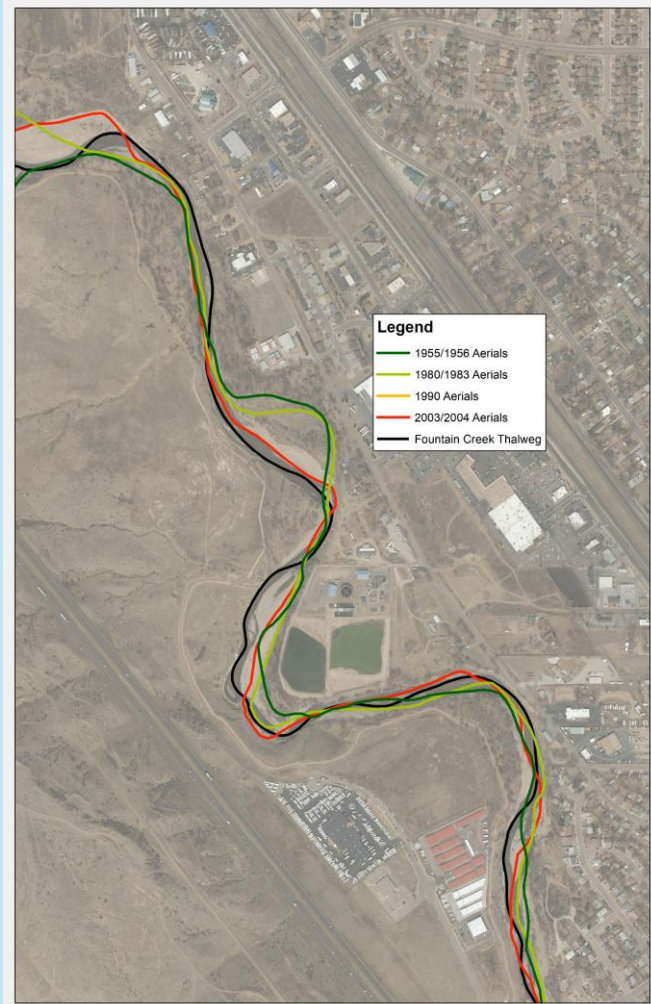
- *Population growth*
- *Drought*
- *Post-fire conditions*
- *Wildfires*
- *Urban canopy*
- *Sedimentation/erosion*
- *Stormwater pollution*
- *Increased impervious surfaces*
- *Habitat fragmentation*
- *Water quantity*
- *Invasive species*
- *Increasing frequency/severity of storms*

Watershed Risks... Not IF but WHEN

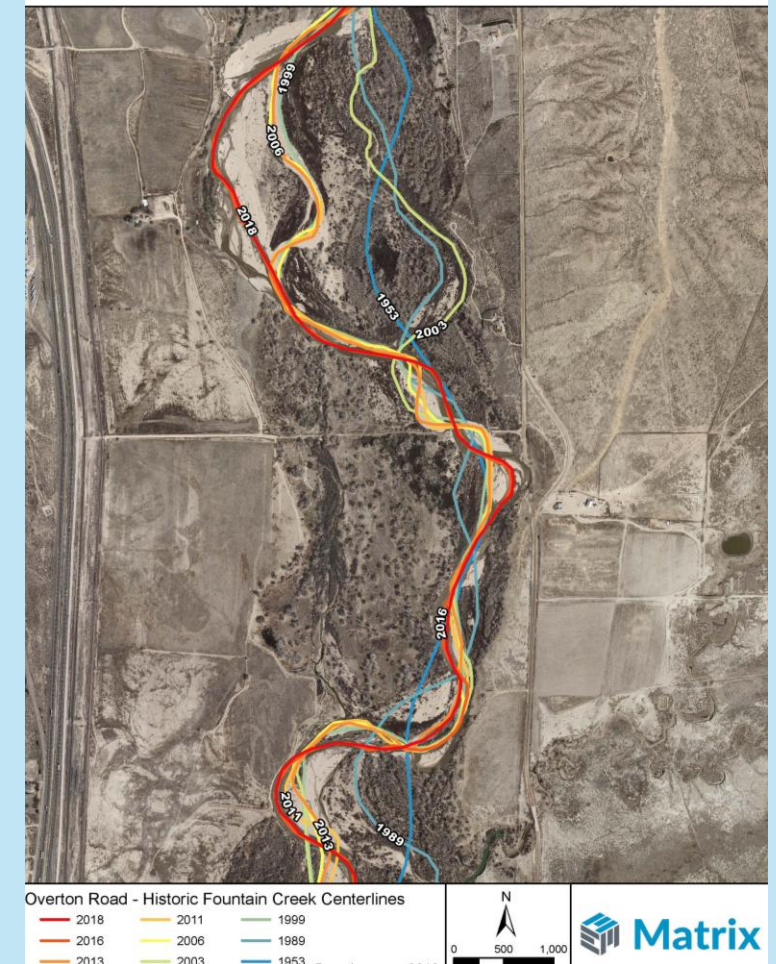
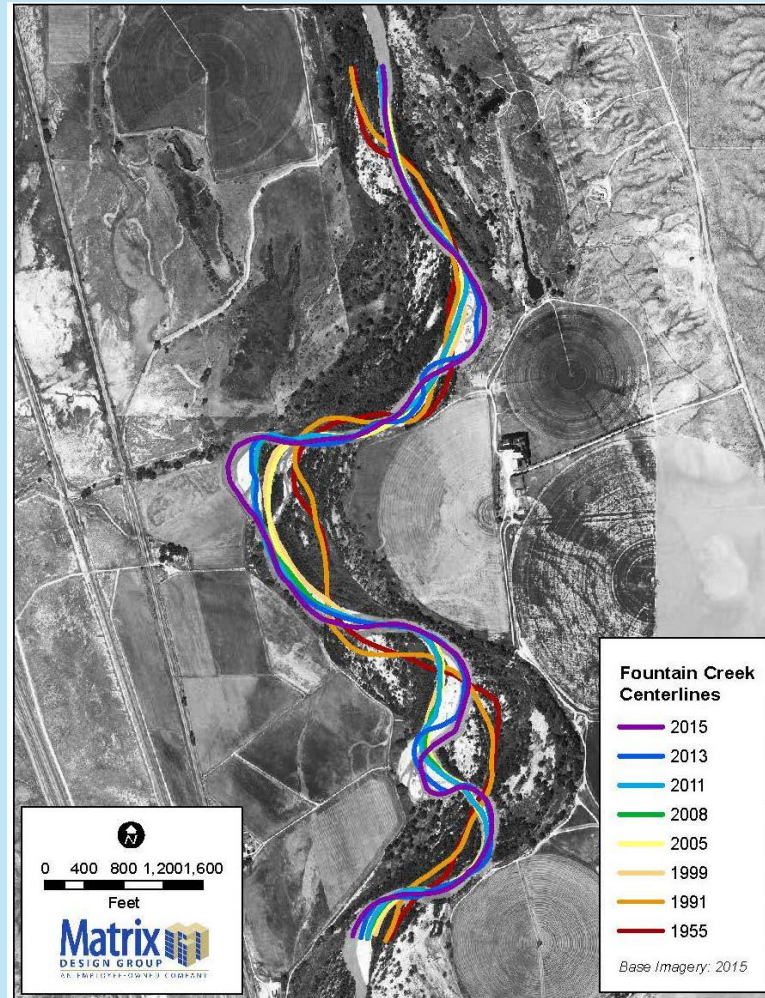


FC HISTORIC CHANNEL

MASCIANTONIO TRUST Pueblo County



SOUTHMOOR DR Fountain



OVERTON RD Pueblo County



Fountain Creek... Predictably Unpredictable

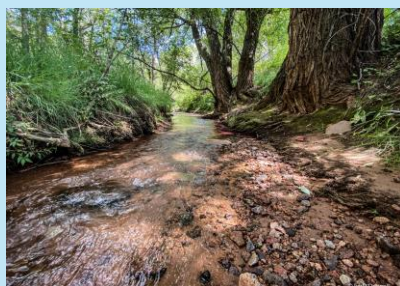




Who's Fault Is It?

Who's Responsibility Is It?

- *Working at the watershed scale makes the most sense given these varied, complicated, continuing, unfunded watershed management issues.*
- *2017 EPA/CDPHE/Lower Ark/Pueblo County stormwater lawsuit against COS.*

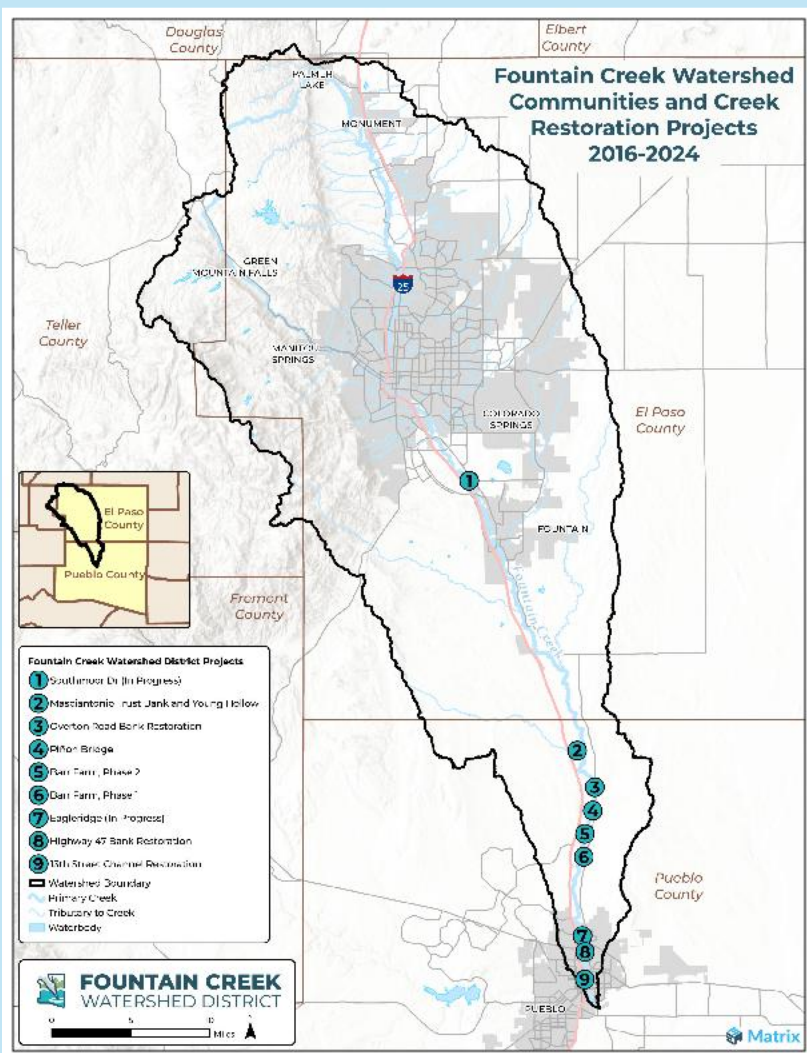




District Formation – Happy 15th Birthday!

- ***SB09-141 under Title 32 of the CRS April 2009***
- ***Authorized to manage, administer, and fund the capitol improvements necessary in the Fountain Creek Watershed to:***
 - ***Mitigate flooding, erosion, and sedimentation***
 - ***Address water quality issues***
 - ***Improve drainage***
 - ***Protect open space***
 - ***Develop public recreational opportunities***





- *Established in 2009 to collaboratively manage our shared watershed, from Palmer Lake to Pueblo.*
- *Completed 25+ plans*
- *Completed \$35M in creek restoration work*
- *Developed engaging outreach programming*
- *Lack sustainable funding, exploring options*



OUTREACH AND EDUCATION

- *Creek Week: 20K+ participants, 130K+ tons removed*
Clean n Crawl Land Stewardship Litter Letter
- *Great American Cleanup*
- *FC Brewshed Alliance: Liquid Lectures Special Brews*
- *Water Festivals*
- *Scoop the Poop*
- *Fishing Derbys*
- *Native Plant Promotion*
- *Wild and Scenic Film Festival*
- *Pollinator Parties*
- *Rain Barrel Sale*
- *Presentations*



MMF Update

- Construction starting this fall for Eagleridge and Southmoor Dr
- Woody Debris removal project in Pueblo County in 2025
- Received a grant to pursue a planning grant for Frost Ranch creek restoration design in 2025



**Approximately
\$8M remaining**





Challenges

- *MMF \$ is running out. What to do with remaining \$8M?*
- *\$1B in project work identified*
- *Sustainable funding*





New Potential Funding Source In Lieu Fee Program

- ***Holistic, watershed-based mitigation program to support sustainable development while addressing critical needs***
- ***Currently no banks available in the watershed to buy credits***
- ***Protects waterways, reduces flooding risks, restore ecology***
- ***Efficient and cost-effective***





New Potential Funding Source In Lieu Fee Program

- ***Developers contribute a fee to the District vs on-site mitigation***
- ***Funds are pooled and used for high-impact projects that the District manages and maintains in perpetuity***
- ***Prospectus has been submitted – waiting on Internal Review Team of subject matter experts***
- ***2025 – public meetings, comments incorporated***
- ***Draft, final ILF instruments developed***
- ***Launch in '26?***



Jackson Creek Project Update

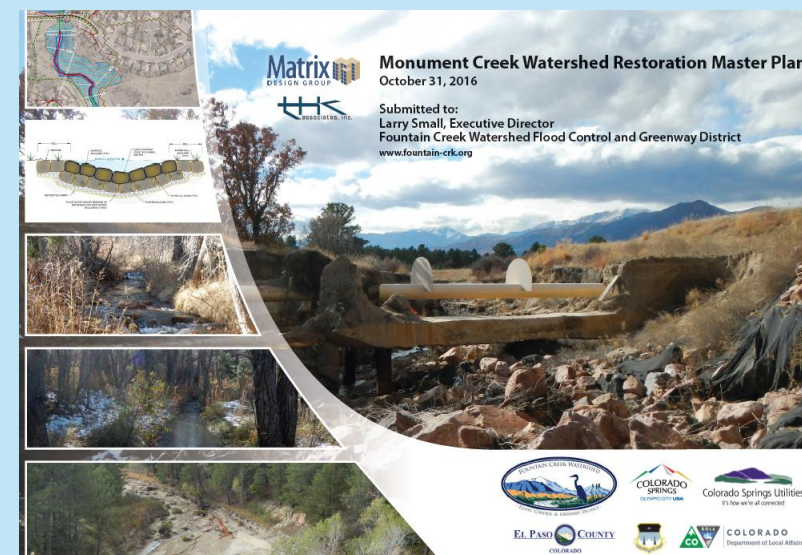
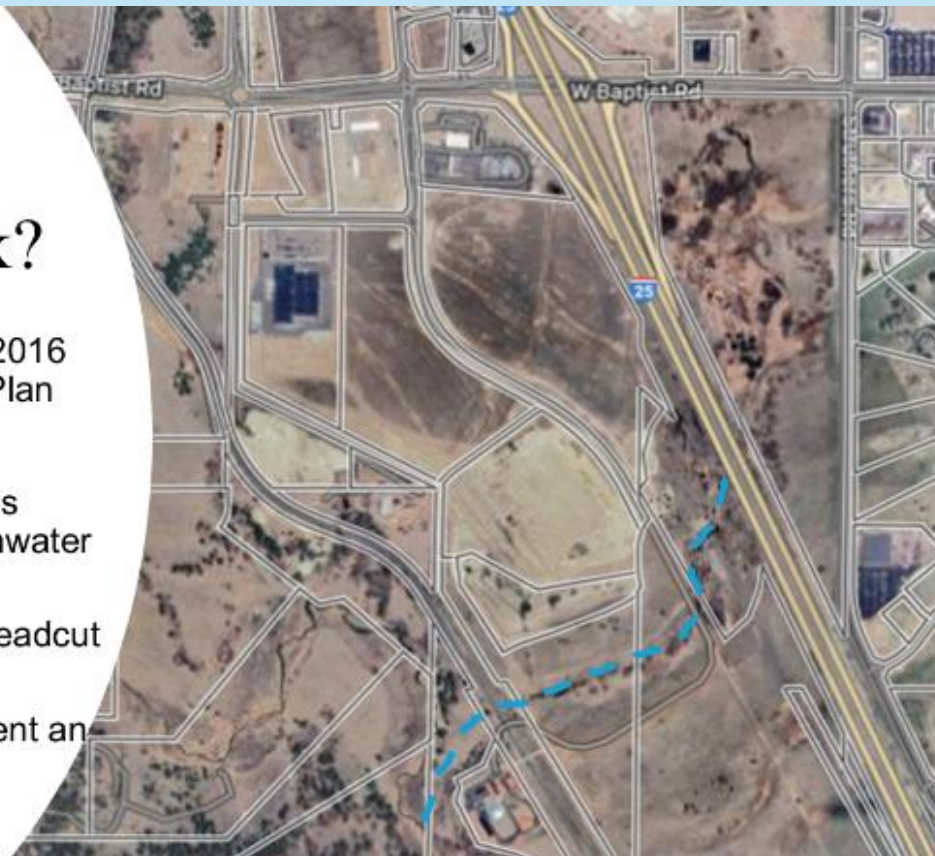
- *Town of Monument/USAFA came to the District in April*
- *Site visit*
- *WaterSMART grant submitted in August, \$350K – no match*
For establishment of a Monument Creek Watershed group and 60% design
- *PPACG provided District \$24,999K for a pre-scoping effort currently underway with IMEG*
- *District Tour site visit in October*



Jackson Creek Project Update

Why Jackson Creek?

- Listed as a priority project in the 2016 Upper Monument Creek Master Plan
- Critical habitat is at risk
- Sediment delivered downstream is impacting water quality and stormwater facilities
- Degradation of bed has a deep headcut advancing upstream
- Bank migration is creating sediment and debris load downstream

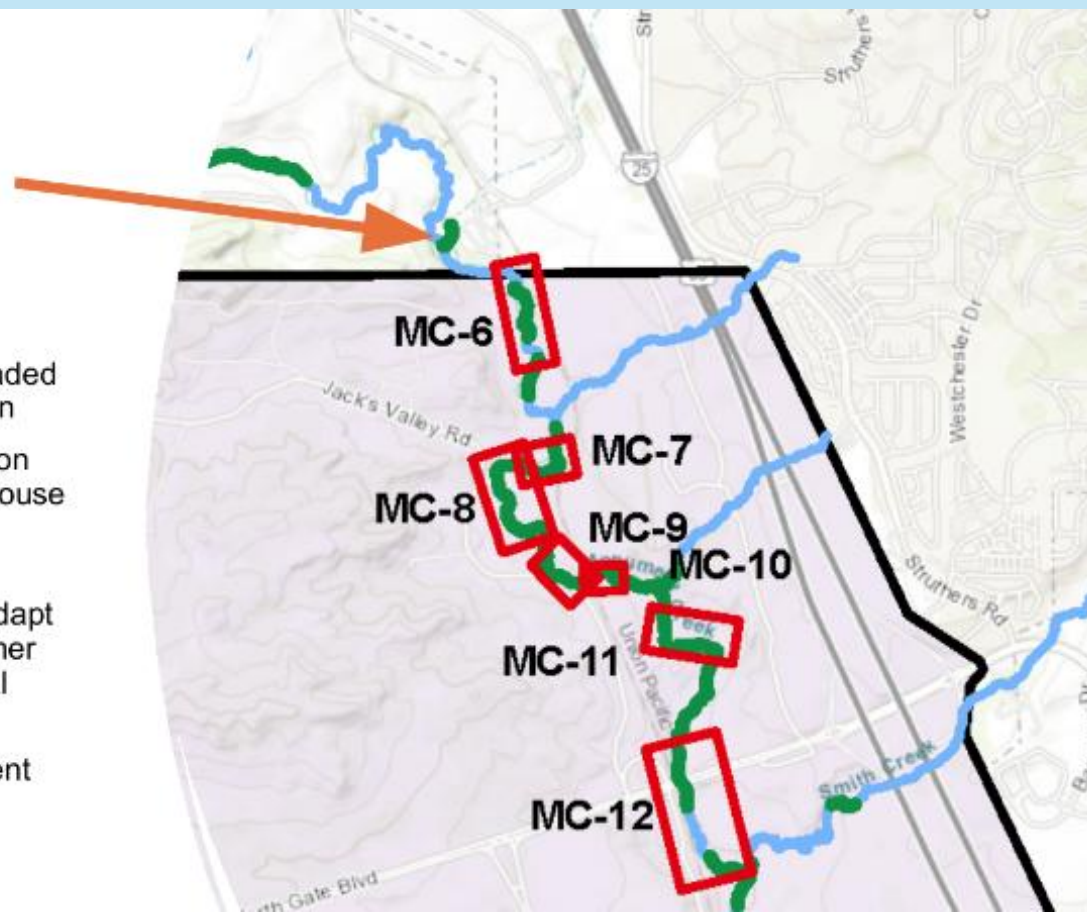




Jackson Creek Project Update

USAFA Concerns

- Increased sediment load and degraded water quality on USAFA and Region
- Increased habitat loss and burden on USAFA to conserve the Preble's mouse in the watershed
- Decreased resilience – harder for USAFA to minimize the effect of, adapt to, and recover from extreme weather events or changes in environmental conditions
- Increased costs to restore Monument Creek Watershed





Jackson Creek Project Update

May 2007



August 2023





Jackson Creek Project Update

Stakeholders

NAME	TYPE OF INTEREST/PRIMARY ROLE
FCWD	Secure Funding, Provide Coordination and Oversight, Protection of Habitat and Water Quality/Lead Stakeholder
PPACG	Secure Funding, Aid with Coordination/Stakeholder
USAFA	Downstream Landowner, Assets at Risk/Stakeholder
TriView Metro District	Contiguous Landowner, Critical Infrastructure at Risk/Stakeholder
Town of Monument	Jurisdictional Authority, Development Oversight/Stakeholder
PPRBD	Jurisdictional Authority, Development Oversight/Stakeholder
El Paso County	Jurisdictional Authority, Regional Trail Oversight/Stakeholder and ROE grantor
City of Colorado Springs	Downstream Assets, Water Quality Protection/Stakeholder
Union Pacific Railroad	Contiguous Landowner, Assets at Risk/Stakeholder and ROE grantor
CDOT	Contiguous Landowner, Transportation Assets at Risk/Stakeholder
Falcon Commerce Center	Contiguous Landowner, Assets at Risk/Stakeholder and ROE grantor
Utility Easement Holders	Critical Infrastructure at Risk, Stakeholder and ROE grantor
Private Landowners	Contiguous and Non-Contiguous Asset and Water Quality Protection Interests/Stakeholder



Opportunities

Water is a shared resource

We all have limited resources

We are on borrowed time

We must collaborate on shared solutions

We are here to help





Questions, Comments?

Thank You!

Alli Schuch
fountainckdist@gmail.com



FOR ALL AGES
AND ABILITIES



Kiwanis
Monument Hill Club

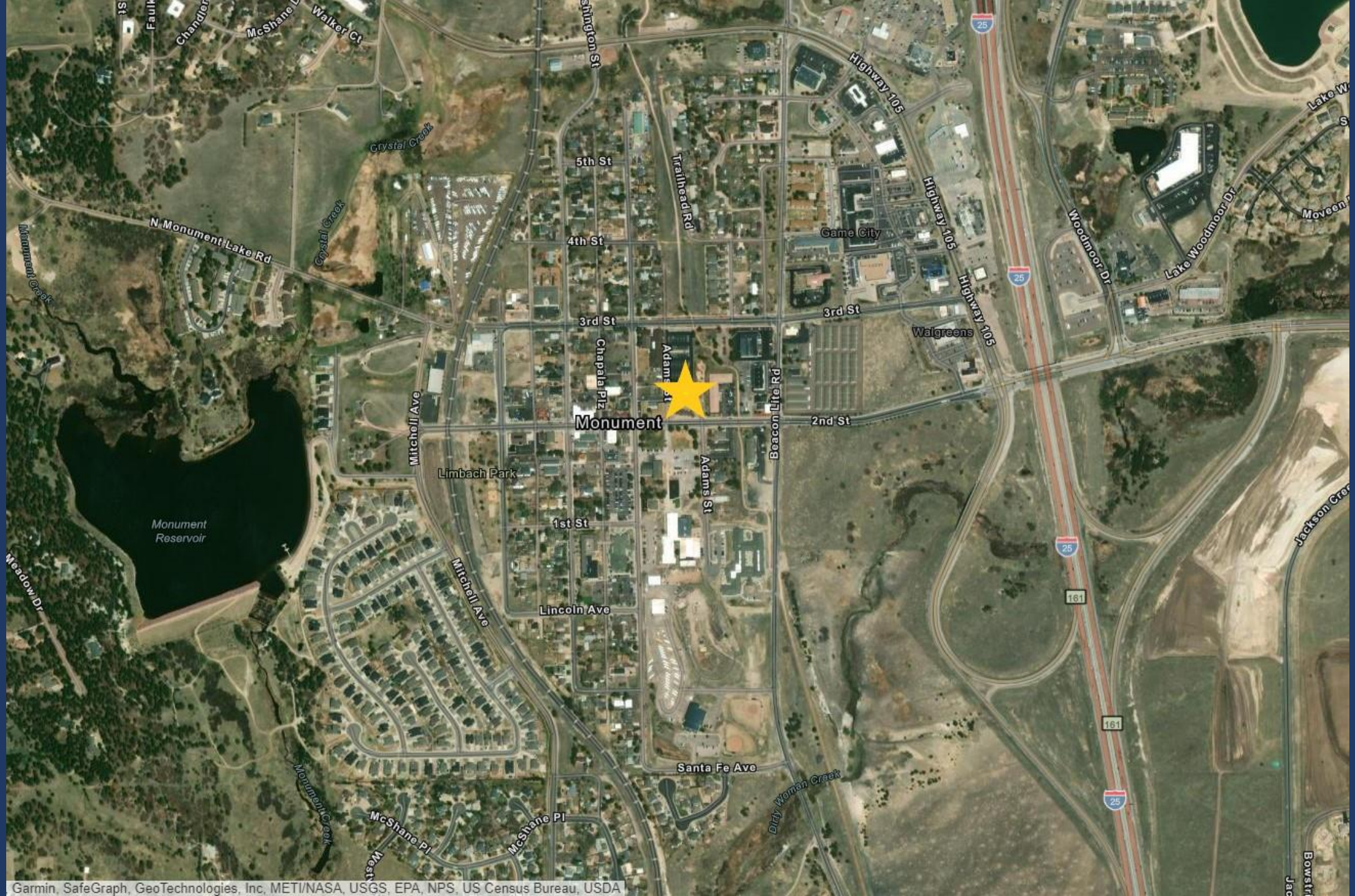
Heart of Monument Playpark

Town of Monument Parks
and Open Space Department

Overview

Town of Monument Parks and Open Space Department is in the final design stage of a new park space right in the *heart of Monument*. The Monument Hill Kiwanis Club are the champions of this effort to build a **universally accessible** playground that can welcome visitors of **all ages and abilities**.

NES has developed a design which incorporates substantial community and stakeholder input, gathered over the last 2 years. This unique park space will provide expanded recreational opportunities to those with cognitive and mobility challenges and will provide additional ADA parking in the heart of Historic Downtown Monument.





Partners:

- Monument Kiwanis
- Monument Community Presbyterian Church
- Colorado Springs Health Foundation
- Community donors – individual and commercial



Updated Project Timeline

2024

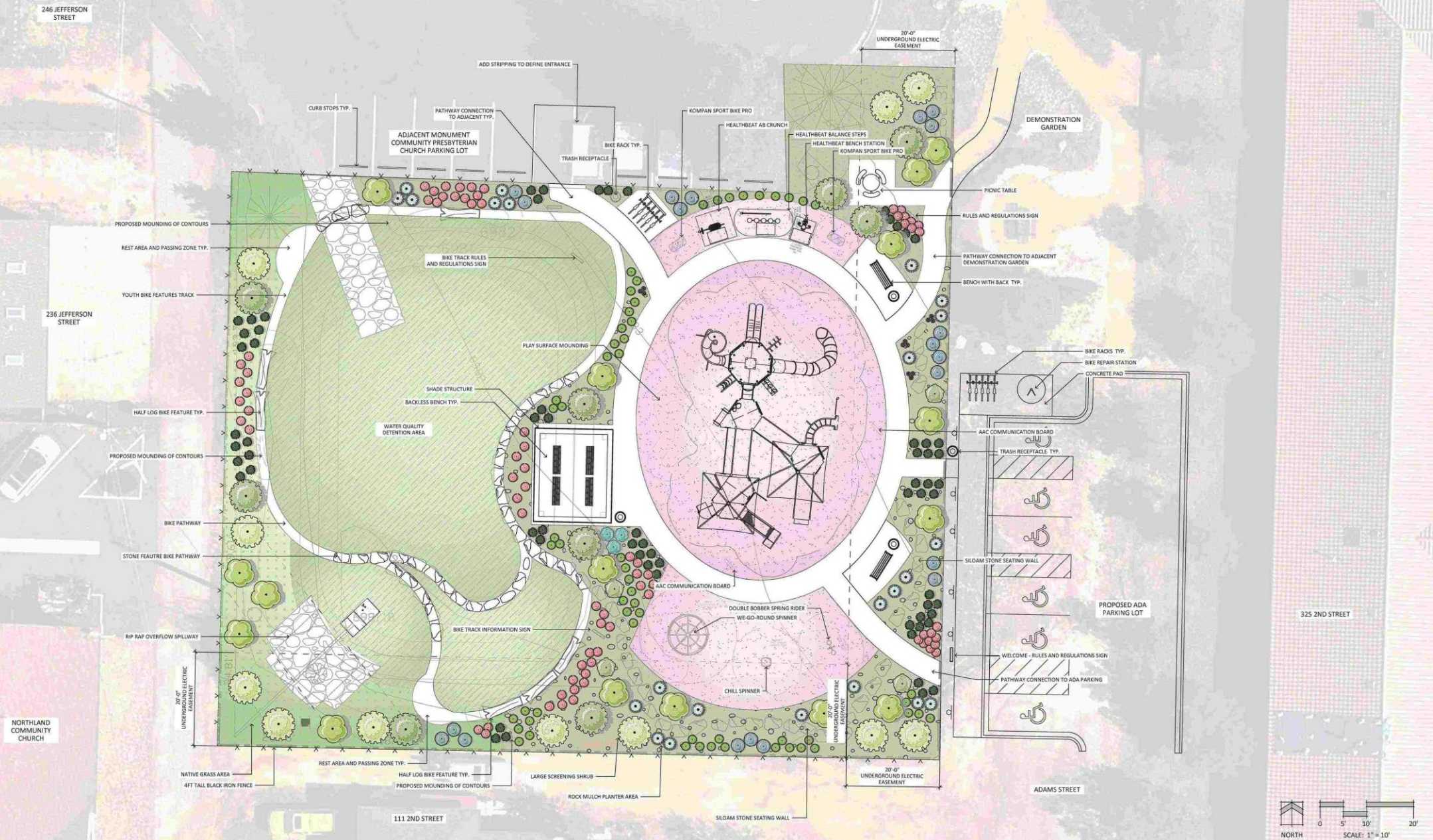
- Finalizing site design and estimation of costs
- Engaging with donors and sponsors
- Applying for grants

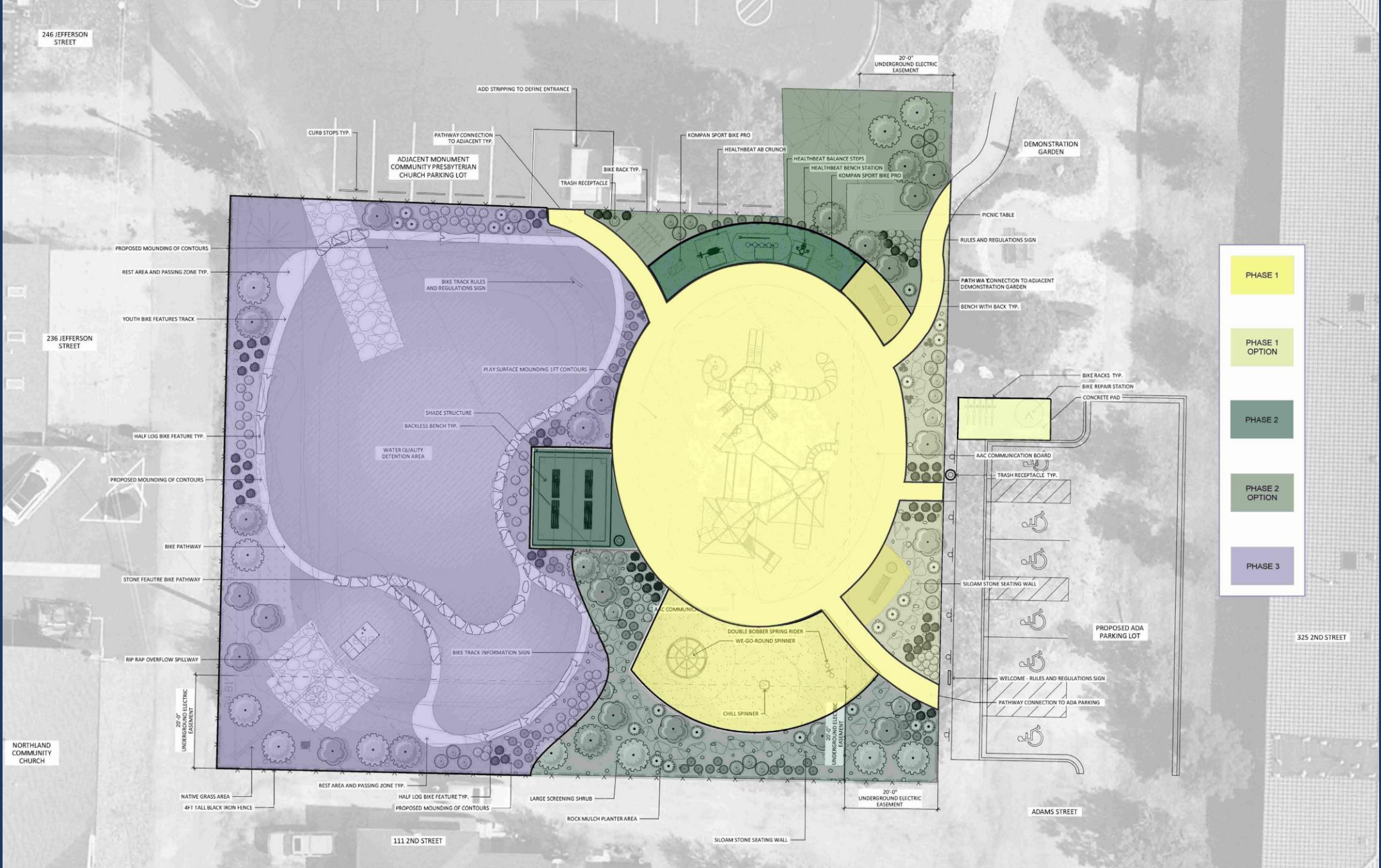
2025

- Application to CDBG funding
- RFP process to select contractor
- Groundbreaking on Phase 1 of project, to include site preparation, parking lot and sidewalks

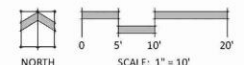
2026

- Continued fundraising for phases 2 and 3
- Installation of playground equipment and surfacing
- Installation of landscaping as an extension of Waterwise Demonstration Garden





- PHASE 1
- PHASE 1 OPTION
- PHASE 2
- PHASE 2 OPTION
- PHASE 3





MEMORANDUM

TO: The Honorable Mayor and Councilmembers
FROM: Emily Trujillo, Human Resources Manager
DATE: November 18, 2024
RE: Employee Handbook

BACKGROUND: Town of Monument Employee Handbook was in need of updates and clarifications. The Town partnered with our legal team as well the handbook reviewed by members of leadership to ensure the clarification of sections or further explanations were added. Legal aid in federal, state and local compliance.

Summary of updates:

- Update to cover, added letter from the Town.
- Updated table of contents
- Introductory period, from 90 days to 6 months
- Evaluations, from quarterly to 6 months and a yearly
- Work week for all staff, non-sworn and sworn updated to Full-Time 40 hours /week
- Sick Leave, payout max 120 hours if departing in good standing
- Overtime calculation, actual hours worked, unless falling under mandatory overtime guidelines
- Removal of sworn employees receiving 1.5x pay for working on holiday
- Active-Duty leave updated to 168 hours in Active-Duty Bank
- COMP Time explanation clarified
- Additions made when policy for Sworn employees is needed
- PHE (Public Health Emergency) leave explanation expanded
- Grievance Procedure expanded and updated.
- Outside employment explanation expanded and form created.
- Bereavement Leave explanation expanded
- Telecommuting clarified.
- Employee Drug and Alcohol testing explanation expanded.
- Administrative Leave explanation expanded
- IT Security explanation expanded
- Added references to Lexipol for our sworn employees as needed.
- Required state and federal information updated.
- Longevity pay explanation added
- Uniform/Clothing allowance clarification
- Media relations clarified
- Progressive Discipline & Coaching guidelines clarified
- Weather/Emergency closures clarified
- Travel and Milage policy clarified

ATTACHED:

- 1) Resolution No. 54-2024
- 2) Employee Handbook

**TOWN OF MONUMENT
RESOLUTION NO. 55-2024**

A RESOLUTION ADOPTING A TOWN OF MONUMENT EMPLOYEE HANDBOOK

WHEREAS, the Town of Monument (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town’s Home Rule Charter approved by the electors on November 8, 2022 (“Charter”); and

WHEREAS, the Town of Monument adopted a Personnel Manual in 2017, and

WHEREAS, there is a need to update and revise the previously adopted guidelines due to employment conditions and changes to applicable law, and

WHEREAS, the Town Council believes that it is in the best interests of the Town and its employees to adopt a revised personnel manual.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF MONUMENT, COLORADO THAT:**

Section 1. The Employee Handbook attached is hereto hereby adopted.

Section 2. The Employee Handbook hereto referenced shall be effective as of November 25th, 2024, The herein identified Employee Handbook shall replace and supersede all previous personnel policies and handbooks effective November 25th 2024.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 18th day of November 2024 by a vote of ____ for and ____ against.

ATTEST:

TOWN OF MONUMENT:

Tina Erickson, Town Clerk

Mitch LaKind, Mayor



TOWN OF MONUMENT EMPLOYEE HANDBOOK



Welcome to the Town of Monument! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of the opportunities to enhance your career and further yours and the Town's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services for our community. With your active involvement, creativity, and support, the Town will continue to achieve its goals. We sincerely hope you will take pride in being an important part of the Town's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or contact Human Resources.

We would like to personally extend our best wishes to you on your future success with the Town.

Our Best Regards,

Town of Monument

TOWN OF MONUMENT, COLORADO
EMPLOYEE HANDBOOK
LEGAL STATEMENT AND DISCLAIMER

IMPORTANT NOTICE

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH THE TOWN OF MONUMENT ("TOWN") AND PROVIDE YOU WITH A SUMMARY OF THE POLICIES, PROCEDURES, AND BENEFITS THAT ARE APPLICABLE TO YOUR EMPLOYMENT.

EMPLOYMENT WITH THE TOWN IS **AT-WILL**. ANY EMPLOYEE MAY BE TERMINATED WITH OR WITHOUT ADVANCED NOTICE AND WITHOUT EXPLANATION, JUST AS ANY EMPLOYEE MAY RESIGN AT ANY TIME FOR ANY REASON. NOTHING IN THIS HANDBOOK IS INTENDED TO MODIFY THE TOWN'S **AT-WILL** EMPLOYMENT POLICY.

THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY SUPERVISORY PERSONNEL SHALL NOT CONSTITUTE A CONTRACT OF EMPLOYMENT EITHER EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC PERIOD OF TIME.

THE HANDBOOK IS NOT INTENDED TO BE ALL-INCLUSIVE. SHOULD AN EMPLOYEE HAVE QUESTIONS CONCERNING THE HANDBOOK OR THEIR EMPLOYMENT, THEY SHOULD CONSULT WITH THEIR SUPERVISOR, DEPARTMENT DIRECTOR, OR HUMAN RESOURCES.

NOTHING IN THIS HANDBOOK IS INTENDED TO PROHIBIT OR RESTRICT EMPLOYEES FROM DISCUSSING TERMS AND CONDITIONS OF EMPLOYMENT.

THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY AMENDMENTS THEREOF.

NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE TOWN MANAGER OR TOWN COUNCIL, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN MANAGER OR TOWN COUNCIL AND THE EMPLOYEE.

THE TOWN RESERVES THE RIGHT TO MODIFY, REVOKE, RESCIND, SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE POLICIES MENTIONED, IN WHOLE OR IN PART, AT ANY TIME, WITH OR WITHOUT NOTICE.

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INTRODUCTION

Town of Monument Mission Statement: Our mission is to provide leadership that will deliver municipal services responsibly, while working to inspire public confidence to achieve our vision of the future. The Town of Monument ("Town") is focused on meeting the community's needs with the utmost integrity, obligation of service, and responsibility. In doing so, the Town will be held accountable and respect the diversity and values of our constituents.

Town of Monument Vision Statement: The Town's Strategic Vision is more than maintaining infrastructure or keeping pace with demographic and economic change; it is about developing a safe community where people:

- Have a sense of belonging; and,
- Are encouraged to participate in the community and process of government; and,
- Have confidence in their leaders to support the basic needs while respecting the dignity and individuality of the residents; and,
- Can expect a transparent and innovative government.

Introductory Statement: This Employee Handbook is designed to acquaint you with the Town and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Employee Handbook as it describes many of your responsibilities as an employee and outlines the programs developed by the Town to benefit employees. One of our objectives is to provide a work environment conducive to personal and professional growth.

Commitment to Diversity: The Town is committed to creating and maintaining a workplace where all employees have an opportunity to participate and contribute to the Town's success and are valued for their skills, experience, and perspectives. This commitment is embodied in the Town policy and the way it conducts business and is an essential principle of sound management.

Equal Employment Opportunity: The Town is an equal employment opportunity employer. The policies in this Handbook are to be applied without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, military service, or any other characteristic protected by applicable federal, state, or local laws and Town ordinances (each, a "Protected Class"), subject to such reasonable requirements of the Town as may be permitted by law. The Town will attempt to make reasonable accommodation for an otherwise qualified applicant or employee related to an individual's physical or mental disability, religious beliefs and practices, and any other reason required by applicable law unless doing so would impose an undue hardship upon the Town.

Any employee with questions or concerns about equal employment opportunities in the workplace must immediately bring them to the attention of Human Resources. Complaints of discrimination or retaliation must be filed according to the procedures described in the Harassment Complaint Procedure below.

Harassment: The Town prohibits harassment based on a Protected Class. Harassment entails unwelcome and offensive physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group because of that individual's or group's membership in, or perceived membership in, a Protected Class. The Town takes prompt and reasonable action to stop any form of harassment, to prevent its recurrence and, as appropriate, to remedy

its effects. The Town expects its employees to conduct themselves in a professional, respectful manner at all times. Inappropriate conduct that could lead to a claim of harassment is expressly prohibited by this policy. This policy applies to employees, non-employees, such as constituents, vendors, consultants, and the Town Council.

Sexual Harassment: While all the described forms of harassment are prohibited, sexual harassment requires special definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature when:

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

Sexual harassment may include but is not limited to:

- Promises of benefits in exchange for sexual favors of any kind.
- Threats of reprisal for refusal to engage in social or sexual relations.
- Offensive cartoons, posters, calendars, notes, letters, e-mail, etc.
- Offensive comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, repeated unwanted requests for dates, etc.
- Sexually charged physical gestures and other non-verbal behavior.
- Unwelcome touching such as grabbing, fondling, kissing, massages, brushing up against another's body, etc.

Harassment Reporting Procedure¹: Employees who believe a violation of this policy has occurred must promptly notify their supervisor, Human Resources, or the Town Manager. However, if the matter involves the Town Manager, the employee may notify any Council member with whom the employee feels comfortable. In order to assist the Town in investigating the complaint, all employees are encouraged to submit a written complaint to the individual they are reporting the violation to, detailing the nature of the violation, and identifying the alleged harasser(s).

If a supervisor or Human Resources receives a report of a harassment claim, they shall immediately report it to the Town Manager unless the matter involves the Town Manager, in which case the supervisor must report it immediately to the Town Council.

It is the Town's policy to investigate every harassment complaint promptly and thoroughly, be it in writing or verbal. If it is determined that a violation of this policy has occurred, the Town will take prompt and reasonable remedial action, which may include disciplinary action, up to and including termination of employment. An employee may appeal the Town Manager's determination by submitting a written complaint to the Town Council.

Investigations of reported harassment will be kept confidential to the extent possible.

¹ This procedure is included to preserve an employee's ability to assert a statutory affirmative defense against an employee's unlawful harassment claim.

Anti-Retaliation Policy: No hardship, loss, benefit, or penalty may be imposed on an employee in response to:

- Filing, responding to, or assisting with a bona fide complaint of discrimination, harassment, or other violation of Town policy;
- Appearing as a witness in the investigation of a complaint; or
- Serving as an investigator of a complaint.

Filing a bona fide complaint will not be used against the employee or adversely impact the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Filing a groundless or malicious complaint may lead disciplinary action, up to and including termination.

Employees who believe they have been retaliated against must promptly notify their supervisor, Human Resources, or the Town Manager, in writing. Investigations of reported retaliation will be kept confidential to the extent possible.

Workplace Violence: The Town is committed to a workplace free from violence, threats, intimidation, and disruptive behavior. Employees must avoid physical confrontation and are prohibited from engaging in threatening or violent acts, including bodily harm, intimidation, property damage, violent jokes or threats (direct, indirect, or conditional), physical abuse, vandalism, unauthorized weapon possession, or any other act deemed harmful to the workplace. Individuals engaging in such behavior may face removal, disciplinary action, or criminal penalties.

All employees are responsible for maintaining a safe work environment. Employees who witness or experience threatening behavior must report it promptly to a supervisor, Department Director, or Human Resources. The Town will investigate all reports and, if necessary, take corrective action, which may include termination.

Employees are encouraged to seek assistance from supervisors or Human Resources to resolve disputes before they escalate. The Town supports conflict resolution efforts and will not discipline employees for raising concerns.

Employees must immediately call 911 if they believe there is an imminent threat to the safety and health of employees, visitors, or property.

Town Standards of Conduct: The successful business operation and reputation of the Town is built upon the ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity, honesty, and accountability.

The continued success of the Town is dependent upon our customers' and citizens' trust, and we are dedicated to preserving that trust. Employees owe a duty to the Town and its customers and citizens to act in a way that will merit the continued trust and confidence of the public.

The Town will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Town employees must at all times comply with the Standards of Conduct adopted by Ordinance, and attached hereto as Attachment X.

Confidential Information: Protecting confidential information is essential to the Town's success. "Confidential information" includes any non-public information about Town operations learned through employment.

Authorized employees must limit access to confidential information to those with a “need to know.” Unauthorized access, use, or disclosure of confidential information may result in disciplinary action, up to termination. All incidents and any resulting actions will be documented and reported to the Town Manager.

Inspections, Searches, and Employee Privacy: The Town reserves the right to conduct reasonable searches and inspections of any employee, which may include Town-owned property and the employee’s personal belongings, with or without notice. Any employee who refuses to submit to such a search may be subject to disciplinary action up to and including termination.

Employees do not have a reasonable expectation of privacy in Town-owned property, including work areas, computers, phones, email, files and filing cabinets, desks, lockers, and Town vehicles.

If the Town finds an employee to be using or in the possession of illegal or unauthorized items, the employee may be subject to disciplinary action up to and including termination.

Video Surveillance: As part of its security measures and to help ensure a safe workplace, the Town has positioned video cameras to monitor various areas in and outside of the Town’s facilities. Video cameras are not in areas where employees have reasonable privacy expectations, such as restrooms, lockers, and dressing rooms. Camera maintenance and access requests must be submitted for approval through the Town Manager. Any tampering, misuse or removal of Town video cameras can lead to disciplinary action up to termination.

Health Insurance Portability and Accountability Act (HIPAA): The Town complies with the requirements of HIPAA and its privacy rules. Human Resources will be acting as the Privacy Officer who has instituted Protected Health Information (PHI) safeguards and has taken other reasonable steps to ensure that an employee’s PHI is treated per HIPAA privacy rules. Questions or complaints about HIPAA and how an employee’s PHI is treated should be addressed with Human Resources.

Americans with Disabilities Act (ADA): The Town is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the Town’s policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation imposes an undue hardship on the Town. The Town prohibits harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested reasonable accommodation.

Under the ADA, reasonable accommodation will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy equal benefits and privileges of employment. An employee or applicant with a disability may request accommodation from Human Resources and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted under applicable law. The Town will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such accommodation can be arranged or if any other reasonable accommodation is appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodation. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential, maintained in a separate medical file, and disclosed only as permitted by law.

It is the policy of the Town to prohibit harassment or discrimination based on disability or because an employee has requested reasonable accommodation. The Town prohibits retaliation against employees for exercising their rights under

the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed concerning one's rights under the ADA.

This policy is neither exhaustive nor exclusive. The Town is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Human Resources.

Post offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers.

Pregnancy Accommodation Policy: The Town will provide reasonable accommodation to perform the essential functions of the job to an applicant for employment or an employee for health conditions related to pregnancy or the physical recovery from childbirth, if the applicant or employee requests the reasonable accommodation, and unless the accommodation would impose an undue hardship on the Town.

Upon an applicant or employee's request for an accommodation to the Town Manager, the Town and the applicant or employee will engage in a timely, interactive process to determine effective, reasonable accommodations for conditions related to pregnancy, physical recovery from childbirth, or a related condition. Additional applicable items and policies specific to the jobs and functions of sworn employees of the Monument Police Department are found in the Monument Police Department's Lexipol Knowledge Management System (KMS) Policy Manual.

For purposes of this policy, "reasonable accommodations" may include, without limitation, the provision of more frequent or longer break periods; more frequent restroom, food, and water breaks; acquisition or modification of equipment or seating; limitations on lifting; temporary transfer to a less strenuous or hazardous position, if available, with return to the current position after pregnancy; job restructuring; light duty, if available; assistance with manual labor; or, under certain circumstances, modified work schedules.

The Town will require an employee or applicant to provide a note stating the necessity of reasonable accommodation from a licensed health care provider and may communicate with the health care provider to assess the appropriateness of any suggested accommodation, before providing reasonable accommodation.

The Town will not take adverse action against an employee who requests or uses reasonable accommodation related to pregnancy, physical recovery from childbirth, or a related condition.

If an employee believes there has been a violation of this policy, they must report the matter, in writing, to her direct supervisor or Human Resources personnel with whom the employee feels comfortable. The Town expects employees to make a timely complaint, in writing, to enable the Town to investigate and correct any actions that may be in violation of this policy. The person receiving the complaint will be responsible for ensuring that an appropriate investigation occurs.

DEPARTMENT PROCEDURES

Department Directors have the authority to establish procedures for the administration of their department. All such procedures will be in writing, kept on file in the department, and be developed in collaboration with Human Resources

and the Town Manager to be consistent and compatible with the Employee Handbook, Town's personnel policies, ordinances, and resolutions.

EMPLOYMENT CLASSIFICATION

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations.

An employee's exempt or non-exempt classification may be changed only upon written notification and approval by Human Resources.

Introductory Period: An introductory period of six (6) months after the date of hire is given to new, rehired, promoted, and transferred employees allowing them the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Sworn employees have an introductory period of one (1) year from their date of hire. The employee's Director and Human Resources use this period to evaluate employee skills, work habits and overall performance. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification by a Personnel Action Notice executed by their Director.

During the introductory period, new employees are eligible for benefits required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Town of Monument-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

The introductory period is not intended to modify the Town's at-will employment policy.

Regular, full-time: Employees who work a minimum of thirty-two (32) hours weekly and maintain continuous employment status. These employees are eligible for the Town's benefits package subject to their terms, conditions, and limitations.

Regular, part-time: Employees who are regularly scheduled to work less than thirty-two (32) hours weekly but at least twenty (20) hours weekly and who maintain continuous employment status. Part-time employees are not eligible for Town benefits.

Temporary Assignment: Employees may be asked to assume a temporary role or additional duties due to staffing shortages, emergencies, and leave periods. During this temporary period, the employee may be granted a temporary 5% pay increase that is to last for the duration of the temporary assignment or additional duties and no further.

This temporary increase is based upon budgetary constraints, scope of the assignment/work and approval of the Department Director, Human Resources, and in conjunction with the Town Manager.

Upon completion of the temporary assignment/work, the employees' pay will return to the original rate held prior to the assignment. Any pay increases given during the temporary assignment will be adjusted and based upon the original pay rate.

Temporary, full-time/part-time: Employees who are hired as interim replacements to supplement the workforce temporarily or to assist in the completion of a specific project and who are temporarily scheduled to work the Town's full-time/part-time schedule for a limited duration. Temporary employees will remain employed for ninety (90)

days per calendar year. Employees in this classification are not eligible for Town benefits. Any time worked as a temporary appointment may be counted as time in service at the discretion of the Town Manager and when there is no break between temporary service and the employee's attainment of regular employment status.

Seasonal: Employees designated to work during a defined season. A seasonal employee may be employed during annually recurring periods of work. A seasonal employee may only be employed for up to 180 days or twenty-six (26) weeks during a season. They must not work for forty-five (45) days between seasons. While seasonal employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all the Town's other benefit programs.

Volunteer: Volunteers perform services for the Town without compensation. Volunteers serve at the Town's discretion and are subject to all applicable rules and policies of the Town. Completion of select training courses will be required, and a volunteer waiver must be completed and turned into Human Resources prior to volunteering.

Emergency Appointment: To prevent undue delay or serious interference with the provision of necessary public services, a Department Director, with Town Manager approval, may make an emergency appointment not exceeding ninety (90) calendar days. Emergency appointments may be made without regard to this Handbook's formal selection provisions. Emergency-appointed employees are not eligible for Town benefits.

Lateral Transfer: A position may be filled by transferring an employee from a position of one job title to a position of a similar title, with the same basic qualifications and at the same rate of pay. The Town Manager and the affected Department Director must approve interdepartmental lateral transfers. A transferred employee retains their original hire date.

The Department Director may initiate a transfer of an employee within their department if the Department Director deems it to be in the Town's best interest. The employee will be informed of this transfer. Human Resources and the Town Manager approve the transfer.

The Town Manager may initiate the interdepartmental transfer of an employee, if the Town Manager and Department Director deem it to be in the Town's best interest. Such a transfer would precede other procedures set forth in this Handbook and is not subject to posting requirements.

The Town Manager may change reporting relationships at any time between departments.

EMPLOYMENT APPLICATIONS

The Town relies on the accuracy of information in the employment application and other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In processing employment applications, the Town may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If the Town takes an adverse employment action based on the consumer credit report, a copy of the report and a summary of the applicant's rights under the Fair Credit Reporting Act will be provided, as well as any other documents required by law. Credit reports are only done for the following positions:

- All police department positions
- All finance positions; and
- Positions requiring the handling of money

The Town reserves the right to obtain a consumer credit report for other positions provided proper notification is made to the applicant and written authorization from the applicant has been obtained.

To ensure that individuals who join the Town are well-qualified and have a strong potential to be productive and successful, it is the policy of the Town to complete a formal background investigation of all applicants. Background investigations are conducted by the Police Department or through a third-party service. Background investigation results may or may not be considered as an applicant's disqualification. Individualized assessments will be conducted on applicants to determine such factors such as: the nature of any conviction, if there is a direct relationship between any conviction and the position's duties, age of crime, age of applicant at the time of the crime, number of offenses, has similar work been performed post-conviction, rehabilitation efforts, etc.

The background will include a Motor Vehicle Registration (MVR) check of any job applicant when driving is an essential job function or when a Town car may be needed for business travel purposes. The MVR will include a review of all states listed on the individual's employment application and resume for the last 7 years (or the maximum allowed by State).

If the applicant does not have a valid driver's license or has a driving record that falls below acceptable the applicant will not be hired for positions where driving is an essential job function. If the applicant's driving record meets the probationary status criteria, they will be placed into that status upon hire with further periodic review.

This standard also applies to internal and/or lateral transfer positions. For existing employees, the Town will perform an MVR check annually for all current employees with driving responsibilities or those who use cars for Town travel purposes. Any covered employee without a valid driver's license will not be allowed to operate a Town owned vehicle or drive on Town business. If driving is an essential job function and the employee cannot be reasonably accommodated, employment may be terminated.

Monument Police Department employees have additional policies and requirements in addition to this Handbook. Monument Police Department Lexipol KMS Policy should be reviewed for all Monument Sworn Employees.

Job Posting and Employee Referrals: The Town provides employees with an opportunity to indicate their interest in open positions and advancements within the organization according to their skills and experience. Notices of all regular full-time and regular part-time job openings are posted on the Town's website and in accordance with applicable laws and regulations. Internal means of communication are a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring authority. Other recruiting sources may also be used to fill open positions in the best interest of the Town.

Each job posting notice will include the dates of the posting period, job title, department, status (exempt/non-exempt), job summary, essential duties, salary range, and qualifications.

Eligibility for a posted job employees must have performed competently in their current position for at least 180 calendar days. This requirement may be waived with approval from the effected Directors, and the Town Manager. Employees that have received disciplinary action in the previous six (6) months or have been suspended are not eligible. The Town Manager, with the agreement of the Director, may waive this requirement at their discretion.

To show interest and apply for an open position, employees must communicate with their current Director or supervisor and contact Human Resources. The employee must submit a resume and application as done by all applicants. An applicant's supervisor may be contacted to verify performance, skills, and attendance. Staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Postings for job opportunities will be available for viewing by all current employees on the same calendar day. Such postings will include, at a minimum, the following information: job title, the expected compensation (or a range), a general description of benefits, the means by which the employee may apply for the position, and the deadline for applying.

Within 30 calendar days a candidate is selected to fill a job begins working in the position, the department director will notify employees with whom the Town intends the selected candidate to work with regularly of the name, former job title if candidate was internal, new job title, and information on how employees can express interest in similar job opportunities in the future.

Internal Job Posting and Advancement Policy: The Town encourages employees to apply for open positions aligned with their skills and experience. Job openings for regular full-time and part-time positions are posted on the Town's website and communicated internally to inform employees of opportunities and identify qualified candidates. Additional recruiting sources may be used as needed.

Each job posting includes posting dates, job title, department, status (exempt/non-exempt), job summary, duties, salary range, and qualifications. Employees are eligible to apply if they have performed competently in their current role for at least 180 days unless this requirement is waived by the Department Director and Town Manager. Employees with recent disciplinary action or suspension within six months are ineligible unless a waiver is granted.

To apply, employees should inform their Director or supervisor and contact Human Resources, submitting a resume and application. Supervisors may be consulted on performance, skills, and attendance, and staffing needs or other factors affecting a transfer may be considered.

Job postings are accessible to all employees on the same calendar day. Postings will list the job title, expected compensation (or range), benefits summary, application instructions, and deadline. Within 30 days of a candidate's selection, the department director will notify relevant employees of the new hire's name, job title, and, if applicable, previous position, along with information on future job opportunities.

FLSA EMPLOYMENT CLASSIFICATIONS

Employees of the Town are classified as either exempt or non-exempt under federal wage and hour laws, and are further classified for administrative purposes, such as the administration of benefits, paid vacation, and paid holidays.

For the purpose of determining compensatory time and overtime, the following definitions apply:

Exempt Employees: Exempt employees are employees whose job assignments meet specific tasks established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements. Exempt employees may be required to work over forty (40) hours in a week based on the Town's needs. The Town recognizes the value of work/life balance, flexible work schedules are approved by the designated departments director.

Non-Exempt Employees: Non-exempt employees are employees whose jobs are not exempt from the overtime requirements of the FLSA. Non-exempt employees are required to receive overtime pay for hours worked over

forty (40) hours in a given workweek; sworn law enforcement personnel will receive overtime pay after forty (40) hours of work in a given work week.

PAY PRACTICES, BENEFITS AND PERFORMANCE EVALUATIONS

Salary/Wage Administration: The salary/wage administration program at the Town was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Compensation is determined by job analysis, evaluation, the essential duties/responsibilities, and salary survey data. Pay for Performance adjustments may be awarded in conjunction with superior employee performance through the performance evaluation process.

Market Analysis: To remain competitive in the labor market, the Town endeavors to annually conduct a pay plan review and market analysis. The market consists of neighboring and similar-sized communities within a specified distance radius. An adjustment to the Town's pay schedule and any associated pay increases will be determined by this analysis. Any adjustment is subject to Town Council.

Pay Corrections: Employees should bring their pay-related questions concerning common pay discrepancies or regarding pay fairness and equality to the attention of their supervisor or Human Resources. Employees wishing to appeal any final decision in salary administration, once speaking with their director or correct chain of command, may do so by speaking to the Town Manager through the open-door policy.

Equal Pay for Equal Work Act: The Town will not discriminate against employees on the basis of sex, including paying an employee of one sex a wage less than a wage paid to an employee of a different sex, for substantially similar work.

Paychecks: The Town paydays are biweekly on Friday. Employees will receive their paycheck on the preceding workday if the payday falls on a holiday. Employees may authorize in writing the direct deposit of their net earnings with a designated financial institution.

Compensation Changes: A wage increase is given to an employee to recognize increased effectiveness or above-average performance or productivity. A wage increase is at the Town's discretion and based on measured performance.

Classification Review: The Department Director may request a classification review of a position if duties change significantly enough to warrant reassignment to another pay grade. Subject to the approval of the Town Manager, Human Resources will review all classification review requests and provide a final recommendation.

An employee's evaluation date may or may not change following a classification review and consideration of:

- Proximity of the classification review in relation to the existing review date, in which case a pay increase may only be given at the time of the classification review or at the time of the current review date; and
- The updated tasks/duties of the reclassified position.

Longevity Pay: The Town offers Longevity Pay to show gratitude for employees with tenure. Only full-time employees are eligible for longevity pay. If an employee moves from part-time or seasonal to full-time, their full-time

status start date will be used for eligibility. Eligible Employees must have completed continuous employment within the increments to receive a longevity payout.

When an employee is eligible for longevity pay, the award amount will be added to their paycheck for the pay period in which their anniversary falls. The table below outlines the time periods for when the eligible employee would receive their longevity payout. All longevity pay occurs in five-year increments. The final Longevity pay will be received at the 25-year mark.

LENGTH OF CONTINUOUS SERVICE	PAY
5 Years	\$500.00
10 Years	\$1,000.00
15 Years	\$1,500.00
20 Years	\$2,000.00
25+ years	\$2,500.00

Performance Evaluations: Communication between employees and supervisors is essential. Discussions regarding job performance should be ongoing and informal. Employees should initiate conversations with their supervisors if they need additional feedback.

The Town will conduct performance reviews for all employees at the six-month mark and an annual evaluation on the employee's date of hire. Six-month reviews include a face-to-face conversation between the employee and their supervisor to review performance notes, discuss job performance, and provide coaching to increase performance in areas requiring additional attention. Six-month reviews will be documented in Bamboo. An employee's initial six-month review will be used to determine if the employee will conclude their probationary period. Annual evaluations include a formal, written performance evaluation through Bamboo that will be reviewed by the chain of command and shared with each employee. Annual performance evaluations will include expectations for the following year as well as coaching and mentoring insight to guide an employee's growth. Lastly, annual performance evaluations will be used to determine Pay-for-Performance (PFP) raises, when applicable.

Pay For Performance (PFP): Pay for Performance is a recognition program which provides compensation to individuals who achieve or exceed specified quality benchmarks. An employee's Pay for Performance is intended to enhance the employee's overall job performance. For budget cycles where Pay for Performance is approved as part of the annual budget, eligible employees will be nominated by their immediate supervisor. Final approval will be made by the Town Manager after review of all submitted materials for the nominated employee.

Step-in-Grade (SIG): SIG increases are financial compensation made to line-level sworn officers on their anniversary date. SIG increases occur years one through five. Additional information may be found in Monument Police Department Lexipol KMS Policy.

Police Department Performance Evaluations: Communication between employees and supervisors is essential. Discussions regarding job performance should be ongoing, formal and informal. Employees should take initiative to initiate conversations with their supervisors if they need additional feedback.

Work Week: The Town's official work week consists of a seven (7) day period beginning at 12:00 a.m. on Monday and ending at 11:59 p.m. on Sunday. The regular work week shall be forty (40) hours for all employees not designated as exempt.

Hours of Work: Work schedules vary by department. Directors will schedule employees based on staffing and operational needs.

Standard hours for locations are as follows, however, they are subject to change:

- Town Hall administrative employees is 8:00 am- 5:00 pm, one (1) hour lunch break
- Public Works 6:30 am- 3:00 pm, thirty (30) minute lunch break
- Water Department 6:30 am- 3:00 pm, thirty (30) minute lunch break
- Sworn employees, rotational scheduling set by the Police Department and the Chief of Police

Lunch breaks are subject to approval by each employee's supervisor. Supervisors may require minor variations in break times day-to-day based on individual work requirements.

Time Records: All employees must record accurate hours worked on the Town's electronic timekeeping system. This web-based system can be accessed online and can require the activation of their GPS system. Time worked includes all hours spent on the job performing assigned duties. Employees are expected to clock in and be ready to work at their scheduled shift's time. Employees are responsible for recording their time worked and must submit their time records to certify the accuracy of all time recorded. Supervisors will review and approve the time record before submitting it for payroll processing.

Falsification of time entries on electronic timesheets may lead to an appropriate level of corrective action up to and including termination.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by submitting and approving the time record.

Flextime/Flex scheduling may be available to certain employees under certain circumstances at the discretion of the Department Director and Human Resources. Flex scheduling may be appropriate for some employees and jobs but not for others. If flex scheduling meets the needs of Town, it may be approved by the Department Director and Human Resources. The option of flextime is seen as a privilege; it can be revoked by the employees' Director if not used properly, no longer meets the needs of the Town, or for performance-based reasons.

Overtime: Non-Exempt Employees may be required to work overtime. Overtime is defined as actual hours worked more than forty (40) hours in a single work week.

Non-exempt employees will be paid overtime compensation at one and one-half their regular pay rate for working overtime. Paid leave, such as holiday, vacation leave, sick leave, bereavement leave, military leave, emergency closure time, and jury duty, do not count towards hours worked for overtime calculations.

Employees must add comments to hours that are overtime, including the reasons for the overtime and any associated project or task. All overtime shall be approved by an employee's supervisor or Department Director in advance. Failure to work mandatory overtime, or overtime worked without the supervisor's authorization, may result in corrective or disciplinary action up to and including termination of employment.

CDL drivers must comply with all overtime rules in compliance with CDOT.

Example of Computation of Overtime for Non-Sworn Employee:

If the employee's regular schedule is:					And the employee works:				
<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>
8	8	8	8	8	8	12	10	10	2

In this example, the employee would receive overtime pay for two (2) hours since the total number of hours worked for the week is forty-two (42).

Mandatory Overtime: Mandatory overtime is when employees are required by their supervisor to attend planned events, cover emergencies, provide staffing coverage, or work special events that have the employee work beyond a 40-hour work week.

Sworn Employees*:

- Patrol coverage to meet mandatory minimum staffing requirements
- Call-Ins with less than 24 hours' notice
- Necessary patrol holdovers (arrests, mandatory paperwork, etc.)
- Court outside of regular work hours
- Mandatory training where schedules cannot be flexed
- Reimbursed overtime (DUI grants, training backfill grant, VNI, etc.)

*Monument Police Department employees should reference Monument Police Department Lexipol KMS Policy manual for further information and requirements.

Additional Paid Leave for Exempt Employees: Exempt employees asked to work significant excess hours in an emergency may be allowed additional paid time off as determined by the Town Manager. This paid time off will not be on an hour-for-hour basis. There is no cash value or accrual of this time off for exempt employees.

On-Call Time: Certain employees may be required to be available to respond to emergency callout from their off-duty status. For this requirement, they may need to respond within a certain amount of time, and in a condition to work immediately upon responding to the worksite. For this partial limitation of personal freedoms, compensation will be paid.

Conditions of on-call:

- The employee will have general use of his/her off-duty time; and,
- The employee must respond within 30 minutes of being called to respond; and,
- The employee must not have any alcohol, drugs, prescription narcotics in his/her blood system; and,
- The employee must be ready to work in proper work attire; and,
- The employee must carry the assigned radio, cell phone, or pager to be able to receive a work call.

The employee may trade all or split a portion of the on-call time, with another approved employee(s), with advanced notice and approval of their supervisor.

For regular non-holiday days, the employee will receive \$25.00 per day for being on-call and \$50.00 per day for holidays. If an employee is called back into work, the non-exempt employee will receive "call-out pay." Call out pay is defined as one and a half times the regular rate of pay.

The employee will be paid for a minimum of 2 hours for any situation where they are called back to work after being released. After the first two hours of time worked, the employee will be paid for the exact time worked as determined by entries in the time clock system. The Department Director or authorized designee will make the judgement call as to enacting a call back status for employees.

This policy applies to all Departments except the Town Police Department.

Failure to comply with on-call requirements will result in on-call pay being withheld for that shift and possible disciplinary action.

Callout: A callout is considered an emergency that requires an employee to perform work outside of regular work hours usually due to a situation that requires immediate mitigation. Failure to comply with on-call requirements will result in on-call pay being withheld for that shift and possible disciplinary action. This policy applies to all departments except the Town Police Department.

- Call-out time begins when the employee leaves their home
- The employee must be ready to work in proper work attire, carry assigned radio, cell phone, or pager to be able to receive a work call
- Response to a call-out must be responded to within 30 minutes
- Employees required to respond to a call-out will receive two (2) hours of call-out time for their response and all hours worked
- Employees who work a call-out, return home, are called out again, and leave the job site within two (2) hours of the initial response, shall only receive two (2) hours of call-out time. If the employee leaves and is called out again, they will receive an additional two (2) hours of call-out time.
- After the first two hours of time worked, the employee will be paid for the exact time worked as determined by entries in the Electronic Time Management System (ETM).
- Employees on call must comply with the Town's drug and alcohol policies. Discretion is therefore required of employees who can foresee a call-out situation, such as when snow is forecasted. Employees not in compliance with the Town's drug and alcohol policies when called out must inform their supervisor of their condition and stay at home.
- Call-out time ends when the employee leaves the job site.
- Work shifts may be altered at the supervisor's discretion when severe weather is anticipated. In such instances, call-out pay will not apply.
- Call-out time is considered hours worked for overtime pay.

DEDUCTIONS FROM PAY/SAFE HARBOR EXEMPT EMPLOYEES:

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

- Deductions that are required by law, i.e., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one (1) or more full days for personal reasons other than sickness or disability;
- Absence from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as a witness or jury member or for military pay;
- Unpaid disciplinary suspensions of one (1) or more full days imposed for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the Town or during the last week of employment, the employee will only be paid for actual hours worked.

Improper Deductions: If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the Finance Department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the Town will reimburse the employee for the improper deduction.

Insurance Benefits: Following any qualifying period required by the insurer, all regular full-time employees are eligible to receive group insurance benefits. Any insurance plan offered by the Town and the allocation of costs are subject to change from time to time at the discretion of the Town. Information is available from Human Resources, or their designee, about available options, coverage dates, and scope of coverage for insurance benefits.

Health and Dental Insurance: The Town currently offers and pays a portion for health and dental insurance for regular full-time employees and their spouse and dependent children.

Life Insurance: The Town currently offers group life insurance benefits for regular full-time employees within the terms of the plan adopted by the Town, up to a maximum amount determined by the Town. To obtain this coverage, eligible employees are required to complete the appropriate paperwork designating the employee's beneficiary to whom any such insurance proceeds shall be payable.

Long-Term Disability Insurance: The Town currently offers long-term disability insurance benefits for regular full-time employees within the terms of the plan adopted by the Town, up to a maximum amount determined by the Town.

Retirement Benefits: The Town currently offers retirement benefits to regular employees who are not sworn personnel through the Colorado Retirement Association. Sworn personnel receive retirement benefits through the Colorado Retirement Association and the Fire and Police Pension Association of Colorado. All non-sworn eligible employees are to be enrolled in the Town's 401(a) program. The eligibility requirements for retirement benefits may be obtained from Human Resources. As with all employee benefits, the Town reserves the right to terminate or modify the above-described retirement benefits at any time.

WORKPLACE GUIDELINES

Appearance: An employee's appearance should be consistent with good hygiene, safety, and appropriate attire based on the requirements of their position. Without unduly restricting individual tastes, the following personal appearance guidelines shall be followed:

- Offensive body odor and poor personal hygiene are not acceptable.
- Tattoos/brands visible on the body that are obscene or that advocate unlawful discrimination are prohibited.
- Perfume, cologne, and aftershave lotion should be used moderately, as some individuals may be sensitive to strong fragrances.

These are guidelines only and are not intended to be all inclusive. In instances where an employee and their supervisor are not in agreement, the Town Manager shall have discretion as to what is acceptable based on the position and the Town's business needs.

Dress Code: The following guidelines are intended to assist you in complying with the Town's Dress Code Policy. If this policy causes concern due to religious beliefs, medical conditions, or any other Protected Class, please contact Human Resources to discuss options for reasonable accommodation.

Administrative employees: Business casual attire is permissible in the workplace and must be properly fitting in size and shape, neat, clean, and in conformance with safety standards. Items worn to a gym, beach, or yard work are not considered appropriate for the workplace. In determining your attire, it is important to keep your daily schedule in mind. If you are attending a Town meeting, Board/Commission meeting or meeting with external customers or contacts, more formal business attire may be appropriate. All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean, and in good repair.

Business casual can be defined as, but not limited to:

- An informal style of dress that still maintains a professional appearance.
- Slacks, capris/cropped pants, khakis, neat jeans, skirts, dresses.
- Collared shirts, blazer/sport coat, knit golf shirts, polo shirts, Town logo shirts, blouses.
- Conservative athletic or walking shoes, loafers, clogs, boots, flats, leather type deck shoes, dress shoes.

Inappropriate clothing and dress for all employees:

- Shirts deemed as "undershirts."
- Fitness clothing.
- Hats (If your position is at Town Hall or Administrative).
- Shorts.
- Short skirts. Short skirts are defined as more than two fingers width above the knee-cap.
- Flip-Flops.
- Clothing with inappropriate advertising or slogans.
- Clothing not properly laundered or not in good condition.
- Spaghetti straps/halter tops/ tank tops.
- Sheer or mesh garments.

Sworn employees: Sworn Town of Monument employees are required to follow the dress code and uniform regulations as outlined by the Monument Police Department Policy via Lexipol.

Parks & Public Works employees: The following guidelines apply to all Public Works (i.e., Water, Fleet, Street, Parks, & Facilities) employees who are essential for daily field operations, in a position that may come in direct contact with community customers or may be required to approach a business or residential property and occupant.

It is the policy of the Public Works Department to project a business-like image to customers, clients, vendors, visitors, and coworkers. The department requires that employees dress appropriately in clothing which:

Is suitable for their job responsibilities and work environment; meets the requirements established for safety reasons; is in good, clean, and orderly condition suitable for representation; and Complies with the respective Town wide requirements that have been established.

Employees required to wear a uniform while on the job shall be furnished by the Public Works Department and therefore, it is a condition of employment and must be worn to be considered fit for duty, without exception. The department director may provide exceptions and will be determined individually.

All uniform and PPE items provided and paid for by the Town are considered Town property and shall not be used or worn for personal use. Upon separation of employment, all items must be returned to the Town pursuant to the Exit Procedure policy.

For more information, reference the policy for Uniform and Clothing below.

If an employee has questions about a particular dress or clothing choice, they are to ask their Department Director for approval before wearing the clothing to work. If you report to work in inappropriate attire, you may be sent home to change into appropriate attire. Continued violations of this policy may result in disciplinary action, up to and including termination.

Uniform and Clothing: Uniforms serve multiple purposes like promoting official Town representation, professionalism, dress attire consistency, and ensuring employee safety. Personal Protective Equipment (PPE) may be necessary for certain employment positions or job duties. PPE must meet, as applicable, Town, industry, State, and Federal standards specific to the employment position or job duties.

All uniform and PPE items provided and paid for by the Town are considered Town property and shall not be used or worn for personal use. Upon separation of employment, all items must be returned to the Town pursuant to the Exit Procedure policy.

Full-Time Public Works employees (i.e., Water, Fleet, Street, Parks, and Facilities) performing essential daily field operations must wear a designated employee uniform. Full Time Public Works employees will receive Town-issued tops and a fixed dollar amount at the beginning of each fiscal year, to be used within a designated time to purchase uniform items from an approved vendor including Town-approved pants and safety boots. Uniforms must meet Town requirements to ensure that employees can safely engage in field work.

At time of hire, designated employees will receive a fixed dollar amount to select from the Town-approved uniform items from an approved vendor, including pants and safety boots, tops designated for the employee's specific department, and personal protective equipment.

Uniform:

- Employees must always wear uniform shirts issued by the Town when engaged in fieldwork.
- Employees will maintain uniform shirts in a clean, functional, and orderly fashion.
- Employees may be required to pay more costs above their department-approved allotment for uniform shirts due to neglect, abuse, or loss on the employee's behalf.

Employees will return uniform shirts upon separation of employment pursuant to the Exit Procedure policy.

Employees must always wear approved uniform pants when engaged in fieldwork.

Safety Work Boots:

- All safety boots must meet the requirements of steel or composite toe, ANSI approved, ankle high work boot, slip resistant soles, "boot" type.
- Employees shall wear approved safety boots at all times when engaged in fieldwork.
- Employees will maintain boots in a functional, good orderly fashion.
- Employees will attend Risk Managements safety advisement class for wearing and maintaining safety boots.

- Employees will return safety boots upon separation of employment pursuant to the Exit Procedure policy.

Public Works employees can wear self-purchased pants and work boots if they meet the safety guidelines outlined in this section. For the detailed Town procedure regarding Uniform and Clothing allowance, reference the Uniform and Dress Attire expectations memo in the Public Works procedural guidelines.

Attendance: Employees are to arrive at work on time, ready to work when their shift begins, and remain in attendance during work hours. Non-exempt employees should not arrive at their designated work site prior to their scheduled work time and should leave the site at the end of their workday. Employees are required to keep accurate daily records of their attendance and hours worked.

If unable to arrive at work on time, or if absent, the employee must contact their supervisor as soon as possible. Excessive absenteeism or tardiness may result in disciplinary action up to and including termination.

Failure to show up or call in for a scheduled shift without prior notice and/or approval may also result in disciplinary action, including termination.

If an employee fails to report to work or call to advise their supervisor of their absence for three (3) consecutive days or more, that employee will be deemed to have voluntarily resigned their employment.

Tobacco Use: Tobacco use is prohibited in all Town facilities, vehicles, and equipment or within twenty-five (25) feet of any Town building entrance. Smoking is not allowed inside Town buildings or work areas at any time. This includes any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is permitted during regularly scheduled breaks and lunch periods in outdoor areas at least twenty-five (25) feet away from a Town building entrance. Employees taking a break for this purpose are expected to dispose of any smoking debris safely and adequately. The duration and number of breaks from work cannot be extended to use tobacco products.

Meal and Rest Breaks:² Employees are entitled to an unpaid meal break each workday exceeding five (5) hours. The length of the lunch break varies based on the work location and is set forth under “Hours of Work” in this Handbook. Any non-exempt employee required to work through a meal break will be paid for such time. The employee’s Director or supervisor must be notified in writing of such circumstances.

Employees may take one 15-minute rest period per every four (4) hours worked, depending on the workload that day. An employee’s supervisor may schedule meals and rest breaks. All full-time employees, excluding sworn police officers, are provided with one meal period each workday. Supervisors can schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Rest periods should be taken away from the employee’s workstation. However, since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time. Rest breaks do not

² Pursuant to the FLSA, if a non-exempt employee is not completely relieved from duty during the entirety of the break, the time is considered hours worked.

accumulate if they are not taken and may not be used to reduce or shorten an employee's regular workday; however, discretion is given to Department Directors to regulate this policy in conjunction with the needs of each Department.

Employees classified as exempt under the FLSA are not subject to this policy.

Nursing Employees: Employees who are nursing will be provided with reasonable breaks to express breast milk as frequently as needed for up to two (2) years after the birth of a child. An employee's two allotted 15-minute breaks can be used for this purpose. Compensation for additional breaks will be determined by the Department Director in collaboration with the Human Resources Department. The Town will provide a place for the break, other than a bathroom, which is shielded from view and free from intrusion.

Modified Assignment Program: A The Modified Assignment Program (MAP) provides temporary full-time or part-time assignments for employees with health restrictions during recovery from work-related or non-work-related injuries, illnesses, or conditions. MAP enables injured employees to remain productive during recuperation, supporting a prompt return to full duties. The Town will strive to accommodate employees in MAP, although not all positions may be suitable for modified duty. Participation decisions are made on a case-by-case basis.

Conditions for MAP Assignments

- **Temporary Duty:** MAP is intended for employees temporarily unable to perform regular duties, with assignments typically less physically or mentally demanding.
- **Approval:** MAP assignments require approval from the employee's treating physician, Department Director, and Human Resources.
- **Duration:** MAP assignments are limited to ninety (90) calendar days and are strictly temporary, with no permanent modified duty assignments available.
- **ADA Compliance:** If an employee cannot return to regular duties after ninety days, the situation will be reviewed for reasonable accommodations under the Americans with Disabilities Act (ADA).
- **Assignment Refusal:** Refusal to accept a MAP assignment, except under a physician's written advice, may result in termination.
- **Pay Rate:** The Town may adjust the employee's pay rate based on the MAP assignment.

TELECOMMUTING

Telecommuting allows employees to work remotely for all or part of their workweek. This flexible option is available when both the employee and job are suited to remote work, but it is neither an entitlement nor a change to the employment terms with the Town. Telecommuting is evaluated on a case-by-case basis, prioritizing the Town's business needs. All telecommuting requests must be submitted by the Department Director to Human Resources and the Town Manager for approval.

Telecommuting may be informal (e.g., a short-term project from home) or formal, with a set remote schedule. Both the employee and the Town may initiate telecommuting arrangements, which can be modified or terminated by either party at any time. Telecommuters will be evaluated under the same performance standards as on-site employees.

Equipment and Workspace

Equipment needs for telecommuting are determined individually, based on job requirements. The Town will supply and maintain Town-owned equipment, while employees maintain their own equipment if used. Town-provided equipment is for business use only, and employees are responsible for its safekeeping. Upon termination, all Town property must be returned in its original condition, with reasonable wear and tear.

Employees are expected to establish a suitable home work environment, with all set-up and maintenance costs being the employee's responsibility.

Confidentiality

Telecommuting employees must ensure the protection of confidential Town information accessed from their home office. This includes using secure passwords, approved VPNs, and other necessary security measures.

Timekeeping and Overtime

Non-exempt telecommuters must record all hours worked according to the Town's timekeeping procedures. Any hours exceeding 40 per week require prior supervisor approval. Non-compliance may result in immediate termination of the telecommuting arrangement and/or disciplinary action.

Temporary Telecommuting

Temporary telecommuting may be approved for specific circumstances on an as-needed basis, with no expectation of continuation. These requests require approval from the Department Director and Human Resources.

LEAVE TIME/ PAID TIME OFF

Vacation: Full-time and introductory employees scheduled to work at least 32 hours per week are eligible for vacation leave. Part-time employees working less than 32 hours per week receive prorated vacation accrual based on hours worked. Vacation can be used for any purpose. Accrued vacation transfers with employees who move to different departments within the Town.

Accrual: Vacation leave accrues only in pay periods in which employees receive pay, excluding long-term disability, FMLA, or disciplinary suspension periods. Accrual follows a per pay period schedule, stopping once the maximum accrual based on service years is reached. Accrual resumes after the balance drops below the maximum.

Eligible service is calculated from the original hire date. A benefit year may be extended for any leave over 30 days, except military leave, which doesn't impact the benefit year.

LENGTH OF CONTINUOUS SERVICE	ACCRUAL PER PAY PERIOD	MAX ACCRUAL
0-3 Years	3.69	96
4-5 Years	5.54	180
6-10 Years	6.46	300
11+ Years	7.38	360

Use of Vacation: Employees must submit vacation requests to their supervisor for approval before taking leave. Vacation can be used in quarter-hour increments. Approval depends on business needs and staffing requirements. Leave requests exceeding 15 consecutive days require Director approval, with appeals handled by the Town Manager.

Employees are encouraged to take at least five consecutive days of vacation annually.

Miscellaneous Provisions:

Upon separation, accrued, unused vacation leave is paid at the employee's base rate. Vacation leave cannot be borrowed or paid out before separation. The policy is "use it or lose it" based on maximum accrual limits by tenure.

Vacation hours are not considered work hours for overtime. Employees must follow Town policies for requesting and documenting vacation leave.

The Town reserves the right to adjust accrual rates (effective the pay period after an employee's anniversary date).

SICK LEAVE

All employees begin accruing sick leave upon hire. Full-time employees earn increasing sick leave annually based on tenure, per the accrual schedule. Part-time employees accrue proportionally, based on hours worked relative to a 40-hour week. Sick leave transfers with employees moving between Town departments.

Sick leave is paid at the employee's base pay rate at the time sick leave is used. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials. If an employee transfers from one department to another within the Town, their accrued sick leave will transfer with them.

Sick Leave time is to be used for the events of³:

- Temporary absence due to illnesses or injuries
- Inability to work due to mental or physical illness, injury, or health condition.
- Obtaining preventative medical care (including vaccinations) or medical diagnosis/care/treatment.
- Needs due to domestic abuse, sexual assault, or criminal harassment including medical attention, mental health care or other counseling, legal or other victim services or relocation.
- Bereavement, to grieve, attend funeral services or a memorial, or financial/ legal needs after death of a family member.
- If an employee must evacuate their residence or care for a family member whose school or place of care was closed due to inclement weather, power/heat/water loss or another unexpected event.
- In the event of a declared PHE (Public Health Emergency), and a public official closed the employee's workplace, school, or place of care of the employee's child.

Usage: If the leave need is foreseeable (e.g., a doctor's appointment), employees must request it from their supervisor in advance, ideally two weeks ahead. Absences lasting four or more consecutive workdays require documentation

³ Events for which sick leave may be used is designated by statute.

verifying the qualifying reason. Returning from absences of two weeks or more may require medical clearance to ensure safe return to work.

Employees must notify their direct supervisor (by phone, text, email, or Teams) before their start time. Not notifying the supervisor will be treated as a “no call, no show,” subject to disciplinary action. Notification must be confirmed received; if the direct supervisor is unavailable, notify the acting supervisor.

Employees can request use of sick leave only after it is earned. No advanced sick leave will be given to any employee. Paid sick leave is used in quarter hour increments.

Accrual:

LENGTH OF CONTINUOUS SERVICE	ACCRUAL PER PAY PERIOD	MAXIMUM ACCRUAL
0-4 Years	3.69	320
5+ Years	5.54	320

Length of eligible service is calculated based on date of hire as described in the Vacation Leave policy above.

Employees shall accrue sick leave during periods of leave with pay, excluding periods when an employee is on Long Term Disability (LTD), Family Medical Leave Act (FMLA) leave, or on disciplinary suspension.

Miscellaneous Provisions:

Sick leave is paid at the employee’s base rate, excluding overtime or bonuses. Sick leave is used in 15-minute increments. Accrued sick leave is payable upon separation for employees in good standing, up to a 120-hour maximum. Sick leave is a “use it or lose it” benefit, capped per tenure limits, and designed to assist with waiting periods for Long-Term Disability (LTD) benefits.

Sick leave hours do not count toward overtime.

All employees are required to use sick leave responsibly, adhering to Town policies, procedures, and documentation requirements.

Public Health Emergency Leave: If a public health emergency is declared, the Town will supplement each employee’s sick leave accruals as necessary to ensure that each full-time employee may take at least eighty (80) hours of paid leave and each part-time employee may take the greater of either the amount of time the employee is scheduled to work in a fourteen (14) day period, or the amount of time the employee actually works on average in a fourteen (14) day period. An employee’s unused, accrued vacation leave, sick leave, and/or compensatory time off will be counted towards such supplemental public health emergency leave.

For example, if a full-time employee has 20 hours of unused, accrued sick leave, 20 hours of unused, accrued vacation leave, and 10 hours of unused, accrued personal leave on the date a public health emergency is declared, the Town will provide that employee with an additional 30 hours of public health emergency leave. In contrast, a full-time employee who has 70 hours of unused, accrued vacation leave and 10 hours of unused,

accrued sick leave at the time a public health emergency is declared would be granted no supplemental public health emergency leave.

Use of Public Health Emergency Leave: Public health emergency leave may be used only for the following purposes:

- A. For the employee to:
 - i. Self-isolate when diagnosed with a communicable illness related to a public health emergency.
 - ii. Self-isolate when experiencing symptoms of a communicable illness that is the cause of a public health emergency.
 - iii. Seek medical care, diagnosis, or treatment when experiencing symptoms of a communicable illness that is the cause of the public health emergency; or
 - iv. Seek preventative care concerning a communicable illness that is the cause of the public health emergency.
- B. For the employee to care for a family member who:
 - i. Is self-isolating when diagnosed with a communicable illness that is the cause of a public health emergency.
 - ii. Is self-isolating when experiencing symptoms of a communicable illness that is the cause of a public health emergency; or
 - iii. Needs medical care, diagnosis or treatment when experiencing symptoms of a communicable illness that is the cause of the public health emergency.
- C. If the employee or the employee's family member's presence on the job or in the community would jeopardize the health of others because of exposure to the communicable illness or because of symptoms of the communicable illness, regardless of whether the employee or the employee's family member has been diagnosed with such illness.
- D. To care for a child or other family member when the childcare provider is unavailable or if the school or place of care is closed due to the public health emergency (even if remote instruction is being provided); or
- E. If the employee is unable to work because of a health condition that may increase susceptibility to communicable illness that is the cause of the public health emergency.

Employees may use public health emergency leave until four (4) weeks after the official termination or suspension of the emergency. Employees are eligible to receive supplemental public health emergency leave once during the entirety of a public health emergency, even if the emergency is extended, restated, or prolonged.

Approval and Scheduling of Public Health Emergency Leave: When the need to use public health emergency leave is foreseeable, employees are to notify their supervisor as soon as practicable of the need to use it.

Upon separation of employment from the Town for any reason, an employee's unused, supplemental public health emergency leave time will not be paid to the employee.

COMPENSATORY (COMP) TIME

Non-exempt full-time and part-time employees may receive Comp time in lieu of wages to pay for any overtime hours worked. Compensatory time off shall be accrued at 1.5 hours for each hour of overtime actually worked. If the employee

desires Comp time in lieu of overtime hours worked, the employee must speak to their supervisor for approval. Comp time is to be granted by the discretion of the supervisor on a voluntary basis. Employees must indicate the use of Comp time hours on their timesheets and indicate the actual number of hours worked.

The maximum accrual for Comp time is forty (40) hours per calendar year. Employees are advised to use any accrued Comp time prior to using any vacation leave accruals. If an employee has accrued the maximum number of Comp time hours, all subsequent overtime hours will be compensated in overtime pay. Any compensatory time that is not used will be paid out to the employee in their paycheck that contains the last day of that current year. Earned comp time is not to be used in the same week that it was accrued unless there are existing hours in the employee's comp time bank.

Upon transfer to an exempt position or separation of employment, unused Comp time will be paid at the pay rate before their transition/separation.

Any department, group, or individual may be precluded from accumulating Comp time if the use of Comp time is not feasible or is not in the best interest of the Town. In these cases, overtime pay will automatically be paid to the employee for all eligible hours.

Temporary or seasonal employees are not eligible to accrue Comp time.

HOLIDAYS & LEAVE

Holidays currently observed by the Town are:

Official Holiday	Observed Holiday
New Year's Day	January 1
Martin Luther King Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday of September
Columbus Day	Second Monday of October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving	Fourth Friday of November
Christmas Eve Day	Twenty-fourth Day of December
Christmas Day	Twenty-fifth Day of December
New Year's Eve	December 31

Personal day (1)	8 hours, use by November 30th of each year, or forfeited.
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Holidays that fall on a Saturday are “observed” on the preceding Friday. Holidays falling on Sunday will be “observed” on the following Monday. Holidays are subject to evaluation by the Town Manager and may be revised at any time.

Holiday time is 8 hours for all employees. Non-exempt employees who are eligible for paid holidays and who are required to work on the official holiday, will receive compensation at one and one-half (1 ½) times their hourly rate of pay for hours worked. Additionally, if non-exempt employees work on an official holiday, they will receive their holiday time (not included in calculating overtime) in addition to their hours worked at 1.5x pay.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off.

If an employee is scheduled off on the “official” holiday, the employee will receive 8 hours of holiday benefit pay. Holiday hours are not payable upon separation of employment.

Sworn police officers will receive a Holiday Bank of 112 hours each year. There is no accrual rate for holiday time off or any personal day. All unused time will be forfeited. The Town will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Paid time for holidays will not be counted as time worked in the calculation of overtime.

Voting Time⁴: Any employee whose work schedule effectively prevents voting before or after work shall be permitted up to two (2) hours of paid leave for the purpose of voting. Voting leave must be requested and approved by the employee's supervisor no later than the day before Election Day. The Town may specify the hours during which the employee may be absent, but the hours shall be at the beginning or end of the work shift, if the employee so requests.

Bereavement Leave: Employees who request to take time off due to the death of an immediate family member should notify their director as soon as possible. Full-time employees are eligible for Bereavement Leave in the event of a death in their immediate family. For purposes of this policy, immediate family members are defined as an employee's spouse, domestic partner, parent, parent-in-law, guardian, child, stepchild, son/daughter-in-law, sibling, sibling-in-law, grandparent, grandparent-in-law, or grandchild.

For each occurrence, employees may be authorized up to five (5) days or forty (40) hours of Bereavement Leave to attend family matters and the funeral. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials. Employees needing additional time off beyond forty (40) hours may use accrued vacation, sick, or personal day with approval from their supervisor.

Workers' Compensation Leave: The Town provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained during employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

If an employee sustains a job-related injury or illness, they must notify their supervisor and Human Resources. Such report shall be made immediately or at the earliest practicable time, but no later than ten (10) days after the accident.

Employees shall cooperate promptly with written reports, forms, and other requests required by the supervisor, the Council or its agents, insurance companies, or other authorities.

The Town has designated locations for treatment of Worker's Compensation injury or illness claims as prescribed by the Colorado Workers' Compensation Act. These addresses are given to employees upon hire and can be found in their Human Resource Informational System file section. In case of emergency medical attention or after hours' care, employees should go to any physician or medical facility that can provide care.

Any employee who becomes incapable of performing his or her normal work duties because of injury or illness incurred within the scope of employment will be deemed to be on work-related absence until the employee is medically released to resume normal work duties or temporary modified work duties, as may be allowed. Town employees who sustain a work-related injury or illnesses may receive benefits pursuant to the Colorado Worker's Compensation Act, C.R.S. 8-40-101, et. seq.

Employees may return to full or temporary modified duty when they have been released by their designated provider to do so. Employees must provide Human Resources with written documentation verifying the employee's release

⁴ This is a statutory requirement.

information from their physician. A physician's release authorizing the employee to return to full regular duty shall be required before the employee may be returned to the employee's regular position.

Workers' Compensation benefits will run concurrently with FMLA leave. Employees receiving Workers' Compensation payments will continue to accrue vacation leave. The Town will pay the employer's portion of the employee's health insurance premiums, if any, during Workers' Compensation leave, and the employee is responsible for their premium portion. If an employee is unable to return to work due to their injury, they will be eligible to continue medical benefits under COBRA at the employee's sole cost.

Employee pension contributions to Fire & Police Pension Association (FPPA) will continue at the specified percentage of wages as long as the employee is receiving compensation for time worked from the Town. For employees participating in the FPPA, employee contributions must continue while on leave.

Jury Duty Leave:⁵ The Town recognizes and encourages employees to perform their civic duty. Employees must provide a copy of the jury summons to Human Resources within three (3) days of returning to work to be compensated while serving as a juror. If selected to serve, the Town will reimburse the employee at their regular rate of pay up to 3 (three) days. An employee excused from jury duty must return to work immediately following their release.

If an employee is subpoenaed as a witness in an official capacity as a Town employee, they will be compensated up to three days of paid leave or direct the employee to use their available paid time off such as vacation, sick, or personal day. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time such as vacation, sick, personal day, or may request an unpaid jury duty leave of absence for a period not to exceed two weeks.

Jury duty pay is not considered "time worked" in the calculation of overtime.

Court Appearance Leave:⁶ If an employee is the victim of a crime, or a member of a crime victim's family, the employee may request time off to attend those court proceedings. This includes cases of domestic violence, sexual assault and stalking, and other crimes for which judicial proceedings are called. Family members include the employee's spouse, child, or parent.

Uncharged leave will be granted for court appearances for the above reasons. The amount of granted leave for this scenario will be dependent on the length of court appearance.

The employee requesting court appearance leave must request their need for leave to Human Resources and provide documentation verifying the need for the leave. Acceptable documentation includes:

- A police report indicating that the employee or a member of the employee's family was a victim of a crime; or,
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or,

⁵ All regular employees must be paid regular wages (at least fifty dollars per day) for the first three days of juror service. Section 13-71-126, C.R.S. Regular employment includes part-time and casual employment so long as the hours can be determined by a schedule, custom, or practice established during the 3-month period preceding the juror's term of service.

⁶ This is a statutory requirement.

- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee was undergoing treatment for physical, mental injuries, or abuse resulting in victimization from an act of domestic violence, sexual assault, or other crime.

Court appearance leave may be requested to:

- Prepare for and attend court proceedings; or,
- Receive medical treatment or attend to medical treatment for a victim who is the employee's spouse, child, or parent; or,
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, stalking, or any other crime.

The Town will make every attempt to maintain the confidentiality of any information provided as certification of the need for court appearance leave.

Court appearance leave is not considered time worked in the calculation of overtime.

Active-Duty Training: An employee who is a member of the National Guard or the Military Reserve Forces of the United States is allowed up to 168 hours for military training leave, without loss of pay and benefits, each calendar year. This time is granted as paid leave and does not count toward accrued vacation or sick time. If an employee is inducted into a branch of the U.S. Armed Forces for an extended period, upon returning to the Town after separation from military service, the employee may be re-employed in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA)

The employee will retain military and Town salaries in full for the allowed military leave. Seniority, job status, vacation/sick leave accruals, and other Town benefits will continue. Employees taking military leave beyond allowed military leave will not be paid by Town of Monument for such additional days unless the employee uses accrued leave time.

Employees taking part in military service or training will not be required to work on scheduled downtime from military service.

Military leave is not considered time worked in the calculation of overtime.

Leave of Absence Without Pay: In special circumstances, a personal, non-medical or medical leave of absence without pay may be granted, subject to the approval of the Town Manager, for extended absences. During the employee's absence, the Town may elect to fill the position with temporary personnel.

Requests for leave without pay will be evaluated based on several factors including, but not limited to:

- Anticipated workload requirements.
- Staffing considerations during the proposed period of absence.
- Employee's attendance and performance history.

To be eligible for leave without pay, the employee must first use all accrued forms of paid leave and not conflict with the requirements or operations of work. The employee must submit a written request with the dates that the employee expects to be on leave without pay. The employee's Department Director may approve an absence of five (5) or less; Human Resources and the Town Manager must approve absences exceeding one week.

Requests for leave without pay must be approved as follows:

- Supervisor approves/denies request based on operational needs.
- Department Director reviews request and submits them to Human Resources.
- Human Resources approval is needed for requests greater than 5 (five) days.

Employees may appeal a leave without pay denial. All appeals are to be submitted to Human Resources.

If leave without pay exceeds thirty (30) calendar days, the employee will be responsible for payment of the Town's full insurance premiums beginning on the 31st day. If the leave without pay exceeds sixty (60) days, the Town does not guarantee that the employee's position will be available upon the employee's return.

If an employee is on an unpaid leave of absence when the holiday occurs, the employee will not be paid for that holiday benefit.

All forms of leave time and holidays shall cease to accrue while employees are on leave without pay.

Emergency Leave and Attendance: This policy will only become effective upon the declaration of a State of Emergency from the President of the United States, the Governor of Colorado, or Mayor of the Town.

In the event of a situation that invokes this policy, the following applies:

- Non-emergency personnel are not required to come to work. Employees may use any available paid leave until the official State of Emergency is lifted. Should an employee exhaust their available paid leave, they will be on a leave without pay status until the State of Emergency is lifted.
- Non-exempt emergency personnel who are required to come to work will be paid at the rate of 1.5x their base rate (1 ½) for all hours worked during the State of Emergency.
- Exempt personnel who are required to work will be paid their regular salary and may be eligible for additional compensation as determined by the Town Manager on a case-by-case basis.
- All employees are responsible for returning to work when the State of Emergency has been lifted.
- During an emergency and in the interest of public and/or employee safety, the Town Manager may waive operational rules and regulations.

Domestic Abuse Leave: Employees are granted up to three (3) working days of paid leave from work during any twelve (12) month period to protect themselves from domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse. Employees shall exhaust all accrued vacation and sick leave prior to taking Domestic Abuse Leave.

Employees may take leave to seek a civil protection order to prevent domestic abuse; obtain medical care and mental health counseling for themselves or their children; make their home secure from the perpetrator or to seek new housing; or seek legal assistance to address issues arising from domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse and attending or preparing for related court proceedings. Except in cases of imminent danger, the employee shall provide their supervisor with appropriate advanced notice of such leave and such documentation as may be required by the Town.

All information related to an employee's Domestic Abuse Leave shall be kept as confidential as possible.

Administrative Leave: At the request of the Department Director and Human Resources, an employee may be removed from the workplace with pay and benefits. Administrative leave is granted to conduct an investigation or other

inquiry into allegations or charges of wrongdoing or violation of any law, rule, or policy or where necessary for the safety and welfare of any employee or the efficient operation of the department. Leave under this policy will be without pay if the circumstances undermine the integrity of the Town and its operations or present a threat or risk to other employees or the public; however, the employee may utilize any accrued vacation leave when placed on unpaid administrative leave.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons.

Employee Eligibility: FMLA defines eligible employees as employees who have worked for the Town for at least twelve (12) months and worked for the Town for at least 1,250 hours in the preceding twelve (12) months. The 12-month period is measured backward from the first day of an employee's leave.

Please note there are many requirements, qualifications, and exceptions under FMLA, and each employee's situation is different. An employee must contact Human Resources to discuss options for leave.

FMLA requires all public agencies with fifty (50) or more employees, including state, local, and federal employers to provide eligible employees up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is twenty-six (26) weeks in a single 12-month period measured backward from the date an employee first takes that type of leave.

Leave Entitlement: FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- Care of a child after birth or placement for adoption or foster care.
- Care of an employee's spouse, child, or parent who has a serious health condition; or serious health condition that makes the employee unable to work.

Military Family Leave Entitlements: Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from:

- Attending certain military events and related activities.
- Arranging childcare and school activities.
- Addressing certain financial and legal arrangements.
- Attending certain counseling sessions; or
- 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 12-month period.

A covered service member is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically

unfit to perform the duties of their service office, grade, rank, or rating and for which the service member is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave: An employee on FMLA will remain on the Town's health plans, the same as an active employee, except that the employee must make arrangements with the Finance Department for payment of the employee portion of the insurance premiums. If the employee is on paid leave, appropriate deductions for health insurance will be made from the employee's paycheck. If the employee is able but does not return to work after the leave's expiration, they will be required to reimburse the Town for payment of insurance premiums during leave. As with other types of unpaid leave, the employee will not accrue any employee benefits during the period of unpaid leave.

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a healthcare provider, one visit and a regimen of continuing treatment, 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 a 12-month period or twenty-six (26) weeks for the care of a military member. The Town uses the twelve (12) months measured backward from the first day of an employee's leave. If both spouses are employed by the Town, each spouse is entitled to a leave of absence of twelve (12) weeks when the leave is taken for the care of a healthy newborn, placement for adoption or foster care of a healthy child or to care for an employee's parent or spouse with a serious health condition. When the leave is taken to care for a covered service member, the spouses are limited to twenty-six (26) weeks of leave in total during twelve (12) months.

Reduced Work Schedule/Intermittent Leave: 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 medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Town's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees eligible for family leave to care for the employee's healthy child after birth, or placement for adoption or foster care of a healthy child may be eligible for a reduced or intermittent schedule. Requests will be considered on an individual basis. Intermittent family leave will not be granted beyond twelve (12) months following the birth or placement of the child.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates such leave. The Town may consider the employee's length of service, number of requests, duties, workload, and employee's job performance in making such decisions.

Use of Accruals: The Town requires employees to use their accrued paid leave time while taking FMLA leave. Family or medical leave will consist of a combination of accruals, vacation leave, sick leave, Compensatory (COMP) time, and Worker's Compensation (WC), as applicable. After paid leave is exhausted, any balance of the FMLA leave period will be unpaid.

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, employees must provide notice as soon as practicable and generally must comply with the Town's normal call-in procedures.

Employees must provide sufficient information for the Town 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 healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the Town if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees are also required to provide a certification and periodic recertification supporting the need for leave. The Town also may require a second and, if necessary, a third opinion (at the Town's expense) and, when the leave is a result of the employee's serious health condition, a fitness-for-duty report must be provided before returning to work. The Town also may delay or deny approval of FMLA leave for lack of proper medical certification.

Employer Responsibilities: The Town will inform an employee requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required, as well as the employee's rights and responsibilities. If employees are not eligible, the Town will notify the employee and provide a reason for their ineligibility.

The Town will inform employees if leave will be designated as FMLA, and the amount of leave counted against the employee's FMLA leave entitlement.

FAMLI (Family and Medical Leave Insurance)

FAMLI is Colorado's Family and Medical Leave Insurance (FAMLI) program which provides covered employees who have qualifying medical conditions paid leave benefits for up to twelve (12) weeks a year or sixteen (16) weeks a year for those with serious health conditions caused by pregnancy complications or childbirth complications.

Commencing January 2024, an employee enrolled in FAMLI may be paid between 37% and 90% of their wages up to a maximum of \$1,100 per week.

As the Town declined to participate in FAMLI, employees seeking to enroll in FAMLI must submit an application to the FAMLI Division at [CDLE FAMLI info@state.co.us](mailto:CDLE_FAMLI_info@state.co.us). Any employee opting in must do so for an initial term of at least three (3) years and is required to make payment of the premiums, which are currently 0.45% of an employee's annual wages directly to the State.

Information on the FAMLI Program may be found at <https://famli.colorado.gov/>. The FAMLI Division can be reached at:

Colorado Department of Labor and Employment
FAMLI Division
633 17th Street, Suite 201
Denver, Colorado 80202-3660
(303) 318-8000

The Town is not responsible for paying an employee's salary/wage while on FAMLI leave. Employees may use accrued vacation and sick leave to supplement their FAMLI compensation.

EMPLOYEE CONDUCT

Personal Conduct: The Town expects employees to act in the best interest of the Town and members of the public served by the Town. It is the responsibility of all employees to observe all rules, policies, operating procedures, and directives of the Town.

The following list, while not exhaustive, provides examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Use of tobacco products that does not align with Town policies.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized use of technology systems such as telephones, mail systems, or other employer-owned equipment.
- Unauthorized disclosure of confidential information, which shall not include discussion/expression of views regarding public employee representation/workplace issues or organizing/joining an employee organization.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

Exceptions to the policy will be permitted if any of the above material is involved and being handled in conjunction with an officially sanctioned law enforcement investigation.

These examples are not all inclusive. The Town Manager and Human Resources shall have discretion as to what may be considered infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment based on a "reasonable person" standard.

Employees will treat each other and members of the public with courtesy and respect regardless of how difficult the circumstance. The Town strives to make every effort to be receptive to citizen comments and concerns and to provide any reasonable amount of information or explanation upon request. When dealing with complaints, employees should remember that the matter is important to the citizen and deserves a prompt and courteous response.

Outside Employment: Employees are generally permitted to obtain outside employment if it does not interfere with their job performance or is a conflict of interest. All employees must notify their supervisor before undertaking any outside employment activity. Police Department personnel must get permission from the Chief of Police before obtaining outside employment.

Employees with outside secondary employment are expected to work their assigned schedules. Outside employment will not be considered an acceptable excuse for poor job performance, absenteeism, tardiness, leaving early, or refusal to work overtime or different hours. If outside employment causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Town for materials produced or services rendered while performing their jobs with the Town. Employees shall not obtain and/or use confidential information from the Town in the scope of their outside employment.

Outside employment performed by a sworn police officer, like their regular duties as a police officer, i.e., security or that is based on their qualifications as a sworn police officer, will remain under the direction, supervision, and authority of the Town Police Department. Agencies who contract sworn officers from the Monument Police Department will reimburse the Town for services rendered.

Political Activity: Political activity means publicizing, supporting, opposing, campaigning for or otherwise participating in a candidacy for political office or any political or ballot issue, cause, or initiative, whether at the local, county, regional, state, or federal level, unless such activity is undertaken as part of the employee's authorized job responsibilities.

Town of Monument employees are free to participate in political activities as citizens on their own time and away from the workplace. However, employees may not undertake political activity while at work or while engaged in Town business outside of the workplace. Employees are also prohibited from undertaking any political activity within or upon Town offices or facilities, irrespective of whether the employee is on or off duty. Prohibited political activity includes, but is not limited to:

- Circulating any candidate or issue petitions or literature, or displaying in the workplace campaign literature, buttons, placards, or similar material identifying, advancing, or opposing a candidate or political issue; or
- Using Town-owned or supported supplies, equipment, facilities, or instruments, including vehicles, credit cards, copy machines, printers, faxes, telephones, mobile phones, computers, internet or wireless connection or network for or in support of any political activity.

In addition, employees will refrain from any political activity that would give the impression that the activity has the endorsement of the Town, such as the use of the Town logo, seal, or brand, or wearing Town or department-issued uniforms.

Any employee who is subjected to any political activity while at work or pressured or coerced to participate in a campaign or ballot issue will report the incident to his or her Department Director, the Town Manager, or to Human Resources immediately. Each reported incident will be investigated.

Any employee found to be in violation of any provision of this policy may be subject to disciplinary action, up to and including termination.

Personal Relationships in the Workplace / Nepotism: The employment of relatives or individuals involved in a personal relationship within the same department of the Town may cause conflicts, perceived favoritism, and decreased employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, “personal relationships” are defined as, but not limited to:

- Family Members
- Friendships
- Romantic Partners
- Roommates
- Business Partners

This policy applies to all employees. Employees in personal relationships cannot work within the same supervisory chain, access each other's confidential records, or handle funds managed by a related employee. The Town reserves the right to take action, including termination, if a conflict of interest arises from personal relationships at any level within the same authority line that could affect employment decisions.

If a personal relationship develops between employees in a reporting or departmental relationship, those involved must notify Human Resources. HR and the Department Director will seek, if possible, alternative assignments for the employees involved.

When a conflict or potential conflict arises between employees in personal relationships, even without direct reporting lines, reassignment or termination may be considered. Employees in close personal relationships should avoid public displays of affection or excessive personal conversations in the workplace.

Employment of Relatives and Domestic Partners: Relatives and domestic partners may be hired by the Town if (1) the persons involved will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as spouse, child(ren), siblings, parents, or grandparents. A “domestic partnership” is defined as a committed relationship between two individuals who are sharing a home or living arrangements.

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

Reporting Criminal Charges and Convictions: Employees must notify Human Resources and their supervisor in writing of any conviction for a violation of a criminal statute not later than five calendar days after such conviction. Reporting of deferred adjudications or a plea of nolo contendere must be reported as well.

Any criminal, traffic, or drug charges filed against Police Department personnel must be reported within one (1) business day to the Town Manager, the Human Resources Director, and the Police Chief or their authorized designees.

COMPUTERS, INTERNET, EMAIL & OTHER RESOURCES

Information Technology: The Town's computers and technology systems are managed by and are the property of the Town. The Town establishes access to the network and software programs, including setting up, issuing passwords, and monitoring on Town devices. The following policies apply to all employees with computer access, including the use of laptop computers.

This policy is designed to:

- Reinforce that existing standards and policies regarding professional conduct apply to the usage of the Town's computers and information technology.
- Ensure that Town employees use information technology resources efficiently and effectively; and,
- Protect Town data and computer systems from misuse.

Users shall:

- Use technology resources to assist them in performing their assigned jobs.
- Comply with all general personnel policies governing employee behavior while using computers and computer systems (as applicable).
- Only use approved and properly licensed software.
- Ensure that equipment, systems, and data are stored securely.
- Utilize computers, computer systems and cell phones to further work goals.
- Avoid practices that are wasteful of storage or processing capacity.
- Understand that any information stored on a Town computer or device is Town property and may be reviewed by Town personnel; and
- Refrain from excessive use of Town equipment for non-business-related purposes. It is generally accepted that occasional personal communications, such as phone calls or emails, are carried out. Excessive use, as determined by the Town, is not permitted.

Users shall not:

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

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

Users shall:

- Use passwords, which are regularly changed, to protect data and system integrity properly.
- Only access or change systems and data as authorized; and
- Only acquire, use, alter or dispose of data with proper authorization.

Users shall not:

- Use another individual's user ID.
- Violate the confidentiality of data or systems.
- Use software or hardware that jeopardizes the security or integrity of the network or Town data.
- Retain messages or files that do not have a business purpose (as defined by the appropriate record retention schedule); or
- Store information in a manner that burdens a computer or the network.

Employees using Town computers and technology systems must understand that all information, files, e-mail, etc., placed on the computer/system by the employee may be subject to disclosure under the Colorado Open Records Law. Employees should not expect the right to privacy regarding information placed on the Town's computers or technology systems.

Inter-office communications marked as confidential must be treated as such and shall not be disseminated outside of the Town organization without authorization from the Town Manager or Department Director.

The Town may determine when an employee spends excessive time on the internet for non-business-related items or sends a disproportionate amount of non-business/personal emails while working. If the behavior continues, the employee will receive corrective and/or disciplinary action.

Employees are permitted to use computers for personal use during meal breaks and rest periods in accordance with Internet Usage guidelines.

All information regarding access to the Town's computer resources, such as user identifications, access codes, and passwords, is confidential and may not be disclosed to non-Town personnel.

Employees should notify their immediate supervisor or Human Resources upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Software and Copyright: The Town licenses and does not own the software it utilizes. Therefore, the use of the software must be in accordance with the applicable software agreements or as directed by the Town's designated IT Manager. Only when authorized does the Town or employees have the right to reproduce software on more than one device. Employees must not use the Town's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission.

Internet Use: Employees use the internet for work-related data and must make sure to use the internet for this purpose. Data composed, transmitted, or received is treated as part of the official records of the Town and is expected to be accurate, appropriate, ethical, and lawful.

Unauthorized Internet Use: Employees are not permitted to use Town systems in a way that is deemed by supervisory personnel as inappropriate or in violation of other Town guidelines. The Town does not tolerate unacceptable content being shared via Town devices or data sharing platforms, this is aligned with the standards of a safe workplace and follows anti-harassment guidelines. Violation of these guidelines can result in disciplinary action up to termination. The Town determines when an employee is misusing the Town communication systems.

Exceptions will only be permitted if any of the above material is involved with or being handled in conjunction with an officially sanctioned law enforcement investigation.

Email: Town email is used only for business purposes. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. Working time does not include breaks or meal periods. Supervisory personnel may monitor email from time to time. Employees should use discretion when sending emails. It is recommended that employees do not write anything in an email message that cannot be communicated face-to-face.

Voicemail: Employees are responsible for ensuring their voicemail messages are reviewed promptly. When an employee is out of the office for an extended period, they should change their greeting, indicating when they will be returning messages and who will be the alternative contact during their absence.

Telephone/Cell Phones/Mobile Devices: Telephone calls, including those made with cell phones and mobile devices, shall not interfere with an employee's job performance. The Town provides certain personnel with these devices to aid in the performance of their job duties. The Town prohibits all non-work calls/texts for which additional charges may be incurred. For safety reasons, employees shall not use cell phones while driving.

Cell Phone Usage: Department Directors will determine if an employee uses a Town leased phone. The employee is responsible for ensuring issued cellular devices are properly maintained and serviceable. Repeated broken devices may result in replacement charges for the employee. Cell phone invoices will be regularly monitored.

Unauthorized Telephone/Cell Phone/ Mobile Device Use: Employees are not permitted to use Town systems in a way that is deemed by supervisory personnel as inappropriate or in violation of other Town guidelines. The Town does not tolerate unacceptable content being shared via Town devices or data sharing platforms; this is aligned with the standards of a safe workplace and follow anti-harassment guidelines. Violation of these guidelines can result in disciplinary action up to termination. The Town determines when an employee is misusing the Town communication systems.

Mail System Usage: The use of the Town-paid postage for personal correspondence is not permitted.

Media Relations/Releases: Dissemination of accurate information is a priority. Only authorized spokespersons may give information to the media. Department directors may respond to queries at the direction of the Town Manager. When a media representative contacts them, employees shall contact their Department Director or Town Manager. The employee must inform the visitor/caller that the employer's spokesperson will return the call or email. Staff should never release the home or cell phone number of any other staff member, including supervisory staff. Staff shall not use their official title or imply the response is on behalf of the Town.

Social Media: This policy is intended to minimize the risk of propagation of slanderous or unprofessional content that could impair the Town's reputation or lead to legal claims. It is not intended to restrict communications protected by state or federal law.

While personal off-duty use of social media is generally not of concern to the Town, employees are reminded to use common sense when using social media. Any posts made on your personal time in a personal account with content that does not relate to the Town or any person or entity with whom the Town does business is up to your discretion. The Town's Equal Employment Opportunity and Non-Harassment policies extend to social media.

Employees are prohibited from doing any of the following on social media unless otherwise protected by state or federal law:

- Disclosing confidential information regarding the Town, its constituents, or other members of the public.
- Making defamatory comments about the Town, Town Council members, employees, constituents, or other members of the public; and
- Making comments or discriminatory references that would violate Town policy if made in the workplace (i.e., comments that violate the non-Harassment policy).

Employees may not use social media for personal purposes during paid working time. At no time may employees use the Town's computers, servers, Wi-Fi network, and other equipment for personal social media purposes.

Using Personal Devices; Personal Communications During Workday: Employees shall not use their personal electronic devices for work purposes unless specifically authorized in writing, in advance, by the Town Manager or designee. Personal electronic devices include personally owned cell phones, tablets, laptops, and computers. Personal devices should be set to silent or vibrate mode where incoming calls may disrupt normal workflow. Employees whose personal devices have camera, video or recording capability are restricted from using those functions at Town facilities.

Excessive personal calls, e-mails, or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees must handle personal matters during non-work time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by the Town Manager or designee.

AT-WILL EMPLOYMENT & DISCIPLINE

Progressive Discipline and Coaching Guidelines: Employment with the Town is on an at-will basis. Employees may be terminated with or without notice and without reason, and similarly, employees may resign at any time. This Handbook does not modify the Town's At-Will Employment Policy.

The Town follows a progressive disciplinary approach. All employees are expected to comply with Handbook policies and perform their duties professionally. When conduct or performance does not meet expectations, the Town may take corrective or disciplinary actions to address issues, prevent recurrence, and prepare the employee for future success.

Supervisors and Directors are responsible for the behavior and performance of employees under their supervision. They have the authority and responsibility to discipline employees for violations of Town policies or departmental guidelines, subject to review by the Town Manager.

The discipline policy aims to maintain high performance standards, foster positive work relationships, and provide the Town's citizens with quality service. Discipline is largely "self-discipline," where employees are expected to adhere to Town and departmental policies. If self-discipline does not meet standards, supervisors may take corrective actions to address the issue.

An employee is subject to disciplinary action if:

- The employee violates the personnel policies and guidelines, or any written guidelines or procedures applicable to the department in which the employee works.
- The employee's conduct reflects discredit to the Town or hinders the effectiveness of Town operations.
- The employee has performed an act of misconduct, or has failed to perform an act, resulting in misconduct.

Management reserves the right to “Coach” employees before issuing discipline. Coaching involves a discussion with the employee about the violation and steps to prevent recurrence. Coaching documentation is kept by the supervisor or department head and is not placed in the employee’s personnel file.

Actions taken in one case do not set a precedent for others. The Town has full discretion to determine and impose corrective actions as deemed appropriate, without establishing an expectation of specific disciplinary steps.

The Town Manager, Department Director or Human Resources may recommend and administer a means of corrective action or discipline determined to be appropriate with the type and severity of the cause for the action. The action taken may affect an employee’s current pay, status, or terms of employment as follows:

Corrective Action:

- **Verbal Counseling:** Supervisory personnel may verbally counsel an employee regarding their work or performance.
- **Written Reprimand:** A written document issued by a supervisor indicating the specific reason for the reprimand and the steps and measures that must be taken to correct the conduct or performance issue.
- **Performance Improvement Plan (PIP):** A plan that identifies performance issues and provides key measures with attainable goals allowing an employee to meet identified expectations.

Disciplinary Action:

- **Unpaid suspension:** An involuntary removal from the work site for a specified period without pay.
- **Demotion:** Removal of an employee from a position and employing them in a position with decreased duties, responsibilities and pay.
- **Termination:** Separation from employment with the Town.

If an employee does not agree with the application of corrective or disciplinary action, they must follow the Grievance Resolution guidelines. Note: Grievance Resolution procedure does not apply to Termination.

PROBLEM-SOLVING

To the extent that problems or disputes arise, the employee is encouraged to promptly seek assistance from their immediate supervisor. Interference with or discrimination against any employee who, in good faith, files a complaint will not be tolerated.

The Town strongly encourages the use of non-adversarial dispute resolution techniques to resolve problems in a manner that is satisfactory to all affected parties. Supervisory and administrative personnel are strongly advised to seek the advice and support of Human Resources at the earliest possible time after learning of a problem, to develop a means to cooperatively resolve the issues. Employees are also encouraged to suggest alternative means of resolving disputes.

Grievance Resolution: The Town is committed to providing the best possible working conditions for its employees. Part of this commitment is to encourage an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Town supervisors and management.

The Town strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

Excluding termination, if employees disagree with established rules of conduct, policies, or practices, they can express their concern through the grievance resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Town in a reasonable, business-like manner, or for using the grievance resolution procedure.

Excluding termination, if a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents written grievance to immediate supervisor after incident or issue occurs. If the grievance concerns the employee's immediate supervisor, the grievance should be submitted to the Human Resources Manager.

If the employee's grievance concerns the Town Manager, the employee should submit the grievance directly to the Town Council. If the employee's grievance concerns a member of the Town Council, the employee should submit the grievance directly to the Mayor, who will provide notice of the grievance to the Town attorney. If the employee's grievance concerns the Mayor, the employee should submit the grievance directly to the Mayor Pro-Tempore, who will provide notice of the grievance to the Town attorney. In the event of a grievance as outlined in this paragraph, the employee will disregard steps 2-6 of this grievance resolution procedure.

2. The supervisor, or Human Resources Manager (as applicable), shall provide an answer to the employee within seven working days of the receipt of the grievance. If the grievance concerns any form of harassment, the supervisor or Human Resources Manager (as applicable), shall immediately report the grievance to the Town Manager (unless the matter involves the Town Manager, in which case the supervisor/Human Resources Manager must report the grievance to the Town Council) and follow all procedures outlined in the Harassment Reporting Procedure.
3. If the employee is unsatisfied with the response received from the supervisor or Human Resources Manager (as applicable), the employee may forward their written complaint, along with the answer provided by the supervisor or Human Resources Manager, to their Department Director.
4. Human Resources will discuss the matter with the Department Director and the Director shall provide a written response to the employee within fourteen working days of receipt of the grievance. In the event the grievance concerns the Human Resources Manager, or the Human Resources Manager provided a response to the employee (pursuant to Step 2 of this procedure), the Department Director shall discuss the matter with the Town Manager and provide a written response to the employee within fourteen working days of receipt of this grievance.

If the grievance concerns the Department Director, the employee may skip this Step and move to Step 5 of the grievance resolution procedure.

5. If the employee is unsatisfied with the response received by their Department Director, the employee may submit the grievance and responses to the Town Manager who will provide a written response within fourteen days of receiving the grievance.
6. Within fourteen days of receiving the Town Manager's response, the employee may appeal the Town Manager's decision by submitting their written grievance and responses to the Town Council. In such a case, the Town Council will provide a written response to the employee within sixty days of receiving the employee's complaint.
7. Determinations made by Town Council shall be final. In the event the grievance concerns a member of Town

Council, determinations shall be made by a quorum of Town Council members not involved in the grievance.

If the grievance leads to an investigation, the investigation process will be followed.

Sworn employees please refer to Monument Police Department Lexipol Policy # 1008, Personnel Complaints for additional information.

Investigation Process: Human Resources will investigate violation reports, grievances, and complaints under the direction and advice of the Town Attorney or their designee and all shall be addressed and resolved as promptly as practicable. It is the responsibility of Human Resources to determine the most appropriate means for addressing the submission in coordination and with the advice of the Towns Attorney. During an investigation, an employee may or may not be placed on administrative leave with pay. All records of claims, reports, and investigations shall be considered confidential, attorney work-product and shall not be disclosed publicly except to the extent required by law.

Employee Training and Development: This policy applies to all regular, full-time, or part-time, employees of the Town. Employees with temporary/short-term contracts might attend training at their supervisor's discretion.

Employees, managers, and Human Resources should all collaborate to build a continuous professional development culture. It is an employee's responsibility to seek new learning opportunities. It is a manager's responsibility to coach their teams and identify employee development needs. It is Human Resources' responsibility to facilitate any staff development activities and processes.

Each department may have their own specific training program requirements.

EMPLOYEE DRUG AND ALCOHOL TESTING

Drug and Alcohol-Free Workplace: It is the policy of the Town to maintain a drug and alcohol-free work environment that is safe and productive for employees and others doing business with the Town.

The unlawful use, possession, manufacture, purchase, sale, or distribution of, or being under the influence of, any illegal drug or substance while on Town premises or work sites, in Town vehicles, at Town activities, while on-duty or while performing services for the Town is strictly prohibited and may subject the employee to disciplinary action up to and including termination.

For the purposes of this policy, the following terms shall be defined as follows:

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

Illegal Drug or Substance: Any substance that is illegal in the United States under any federal or Colorado law, or any substance defined as a controlled substance in Colorado Revised Statutes § 18-18-201, *et seq.*, or the Controlled Substances Act, 21 U.S.C. § 801, *et seq.*, both as amended from time to time. Medical and recreational marijuana and

psilocybin mushrooms are controlled substances and illegal under federal law and are included within this definition of illegal drug or substance.

As required by the Drug-Free Workplace Act, each employee engaged in the performance of any federal contract or grant, as a condition of employment, must:

- Abide by the terms of this policy; and,
- Notify Human Resources and the employee's supervisor in writing of their conviction for a violation of a criminal drug statute not later than five calendar days after such conviction.
- Reporting of deferred adjudications or a plea of *nolo contendere* must be reported as well. The Town shall take necessary actions as set forth the enforcement of the Drug-Free Workplace Act and Regulations.

Consumption of Alcohol in Town Facilities: The consumption of any type of alcoholic beverages by employees and others is prohibited in all Town facilities, Town vehicles, or in personal vehicles while on Town business as well as any Town property unless specifically authorized by the Town Manager.

Prescription Drugs: Employees are expected to use prescription or legal over-the-counter drugs in an appropriate manner and dosage and are expected to know whether the appropriate use of such drugs may impair their ability to perform their jobs safely and competently. If such impairment becomes known to an employee, the employee must immediately notify their supervisor and shall cease performing Town functions until they can safely perform their duties. The employee may be temporarily reassigned to other duties, where appropriate, or placed on leave.

Any employee who reports or continues to work while impaired by illegal drugs or substances or alcohol in violation of this policy may be immediately relieved of their duties and may be subject to further disciplinary action, up to and including termination.

Refusal to Submit to Testing: An employee who refuses to submit to drug and alcohol testing required by this policy shall be deemed to have tested positive for illegal drugs or to be impaired by alcohol on the job or refusal of condition of employment. Refusal to submit to testing includes any of the following:

- Refusal to appear, or the test.
- Inability to provide sufficient breath or urine to be tested within four hours of the request, without a valid medical explanation.
- Tampering with or attempting to tamper with or adulterate the specimen or collection procedure.
- Failure to comply
- Ingesting alcohol after the employee undergoes a post-accident alcohol test.
- Not reporting to the designated testing site at the scheduled time.
- Refusal to provide the necessary authorization for obtaining hospital reports and other documents as required under this policy.

Results of Drug and Alcohol Use: Any employee found to be impaired by alcohol on the job, using illegal drugs, or testing positive for illegal drugs may be subject to disciplinary action up to and including termination of employment.

In appropriate circumstances and at the Town's sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's

expense. However, the Town is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the Town Manager may reinstate an employee who has been suspended if it appears to be in the best interests of the Town.

Failure to report an employee being under the influence can result in disciplinary action. A summary of the incident in question will be requested and presented to the employee's supervisor, Human Resources, and the Town Manager.

Reasons for Testing:

Pre-Employment: All Town employees are required to successfully pass a pre-employment drug screening from the Town's designated testing partner. After a conditional offer of employment, prospective employees will complete a drug screening at the expense of the Town by a chosen health care professional.

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

- Witnessed by at least one supervisor and corroborated by another supervisor or manager, if available, of the employee's unusual demeanor, appearance or conduct, or irrational behavior (e.g., slurred speech, lack of balance, excessive aggressiveness, docility, or drowsiness), the odor of alcohol or illegal drugs; or
- Difficulty in performing or inability to perform regular job functions.

An employee who is suspected of drug or alcohol use shall not be left alone while reporting the incident and shall not be allowed to return to work while awaiting the results of a substance test. If the employee holds a CDL license, the employee may not drive a commercial vehicle until results are received and confirmed negative.

Post-Accident: The term "motor vehicle accident" includes an accident that involves either a Town of Monument vehicle or a personal vehicle during performing one's job duties and results in:

- A fatality or bodily injury to anyone; or
- A citation, tow away or injury-related accident.
- A moving violation

If an employee's actions contributed to a motor vehicle accident the employee shall be tested for drugs and alcohol as soon as practicable during the two hours following the accident or citation.

An employee must immediately contact a supervisor in the employee's chain of command to report any accident or police citation.

Safety-Sensitive Positions:

- **CDL employees:** shall be subject to drug and alcohol testing in conjunction with the medical examinations required for a commercial driver license.
- **Sworn Employees:** Screening will be required in events such as, but not limited to, accidents and officer-involved shootings.

- **Random Testing:** Sworn employees, employees holding a CDL, and employees in other safety-sensitive positions shall be subject to random drug and alcohol testing by the Town's selected designated medical providers.
- **Follow-up:** Employees holding a CDL and in safety-sensitive positions may be subject to follow-up tests for drugs and/or alcohol.

Test Results: An employee's test results shall be held in confidence by Human Resources and shall only be disclosed to the employee tested and any personnel involved in supervisory or disciplinary capacities.

Any employee violating this policy is subject to discipline, up to and including termination.

EMPLOYEE SAFETY

Safety: All employees and visitors have the opportunity and responsibility to contribute to a safe work environment. Employees should immediately bring unsafe working conditions, practices, or procedures to the attention of their supervisor. Violations of safety standards, causing hazardous or dangerous situations, or those who fail to report situations, where appropriate, may be subject to disciplinary action, up to and including termination of employment. All Town employees will receive periodic safety training covering safety, health hazards, safe work practices, and procedures to mitigate risks.

Seat Belt Use: All Town of Monument employees and any persons under direct contract with the Town and passengers who occupy Town-owned vehicles, Town-owned construction equipment, or privately-owned vehicles while on Town business shall use the seat belt restraint system installed in the vehicle which system normally will be that provided by the vehicle manufacturer. The lap belt and/or shoulder harness shall be used in accordance with the intended use and design of the manufacturer of the seat belt restraint system. The vehicle lap restraint system, shoulder harness and other similar restraint device where such equipment is available shall be securely fastened prior to and throughout the operation of the vehicle or construction equipment.

Certain exceptions will be made for sworn officers in the interest of officer safety. Sworn officers can refer to Monument Police Department Lexipol KMS Policy for further information.

SEPARATION FROM EMPLOYMENT

An employee may separate from employment by disciplinary termination, layoff, discharge, resignation, retirement, or death.

Disciplinary Termination: Employees terminated for disciplinary reasons are not eligible for re-employment.

Layoff: The Town reserves the right to lay off employees for reasons of efficiency, economy, lack of work, or for such other reason as the Town deems sufficient. Employees who are laid off may be eligible for re-employment but shall not have preferential rights to re-employment.

Resignation: An employee who resigns in good standing may be eligible for re-employment with the Town but shall have no preferential rights to re-employment. An employee resigns in good standing if the employee does not resign under threat of termination, gives the Town at least two weeks' notice, and completes necessary exit forms.

Retirement: Employees who retire may be eligible for re-employment but shall have no preferential rights to re-employment.

Death of Employee: Upon the death of an employee, the final paycheck and accrued vacation leave will be paid directly to the beneficiary designated on the employee's Town paid life insurance designation forms. Proceeds from eligible benefit plans will also be paid as designated on the employee's beneficiary forms.

Exit Procedure: Employees who are laid off, resign, or retire shall provide all information required for separation from the Town and make any arrangements for continuation of benefits as allowed by law and by the benefits plans. A final paycheck will be issued for the remainder of all pay and allowances (minus deductions) at the end of the next regularly scheduled pay period. Employees are responsible for updating their address with Human Resources before their separation from employment with the Town.

Employees must return all Town property on or before their last day of employment. Employees who are issued Town property, including uniforms, keys, lanyards, computers, tablets, mobile phones, or any other incidentals upon employment with the Town, must return issued property at the end of their employment, and will be charged a reasonable fee, including a re-keying fee in the case of Town keys, if the property is not returned. Any such fee may be deducted from the employee's final paycheck, subject to applicable law.

MISCELLANEOUS PROVISIONS

Town Property: Town employees shall not use or permit the use of Town-owned or leased property, facilities, vehicles, uniforms, equipment, materials, Town personnel, or Town contractors for personal use. The appropriate Department Director may approve use of equipment by employees to improve occupational skills. Systems, procedures, reports, equipment, and information developed by, or on behalf of, the Town, whether by its employees or by other persons, are the sole property of the Town and shall not be given or loaned to or shared with any other person, company, or organization without the written permission of the Department Director.

The Town will not tolerate employee theft of Town property or the property of others, or the abuse, misuse, damage, waste, or destruction of Town property or the property of others.

Employees will be held responsible for any loss or damage incurred while the property is in their possession for personal use. If the property is in disrepair when the employee takes possession, they should note those issues with a member of management, so they are not held responsible for them upon return.

Each employee is responsible for ensuring proper use and maintenance of Town property. Should any employee know about any misuse or damage, they must notify their supervisor immediately, no later than 24 hours after the incident. Normal wear and tear is expected, but any employee found to neglect or misuse Town property may be subject to discipline, up to and including termination.

Items that are for individual employee use, such as an ID and access card, uniforms, technology equipment (i.e., cell phones, laptops, iPads, tablets, charging devices), keys, and similar items, must be returned upon the employee's separation of employment, as provided above under Exit Procedure.

Town Vehicles and Usage: Any automobile, motorcycle, or licensed vehicle including trailers registered to the Town.

Town employees who drive for their job must maintain a valid driver license, or Commercial Driver License (CDL), and a record of such will be maintained in each personnel file managed by Human Resources. Employees must report any changes to the status of their driver's license immediately to their supervisor.

Take-Home Vehicles: Some employees may be authorized to take a Town vehicle to their home during off-duty hours. Such privilege will be granted only based on a recognized need for that individual to respond to Town emergencies or other frequent needs during off-duty hours. When such a privilege is granted, the vehicle will be used for transportation to and from Town business only. Authorized use of any Town vehicle is permitted as determined by the Department Director and Town Manager. The Town will equip all Town vehicles with GPS devices; employees are prohibited from removing these devices without prior approval from the Town Manager.

Justification for taking home vehicles must be made by the Directors to the Town Manager. Situations and guidelines are as follows:

- The employee is frequently requested to respond to a special assignment or emergency situations in the Town after normal work hours.
- The vehicle carries necessary equipment and tools to implement appropriate action in emergency situations.
- When it is cost-effective and in the best interest of the Town, the employee must report directly to a location for duties such as work, meetings, or training.
- Upon approval of the Town Manager, the list of authorized take home vehicles will be provided to the Fleet Maintenance Division, Human Resources Department and Finance Department.
- Approval from the Town Manager is required for all take-home vehicles.

Town Business: Any work or task that is to be performed on behalf of the Town or its departments to include travel to and from Town business, official meetings, training seminars, workshops, etc., including obtaining meals during the assigned working hours. Driving to a restaurant during travel status or while performing work at a field site is considered an appropriate vehicle use while on Town business.

Unauthorized Use: Personal use of Town vehicles for non-authorized purposes or abusing Town equipment which causes damages liable for payment to the Town for such abuse or non-authorized use.

Only Town employees, or authorized volunteers, may drive Town vehicles. Employees may not allow anyone other than a Town employee to drive a Town vehicle, unless in emergency circumstances where the Town employee cannot drive a Town vehicle due to incapacitation. A gas card may be issued for Town vehicles. If a gas card is issued to a vehicle, the employee must sign the gas card policy. A copy of the signed policy will be placed in the employee's Human Resource file. All vehicles shall be kept clean and operated to conform with existing traffic regulations and not bring discredit to the Town. All department and Town routine maintenance schedules and operations guidelines shall also apply to take home vehicles. Employees with an authorized take home vehicle may be subject to appropriate IRS regulations concerning the tax implications of this benefit.

Any employee operating a Town vehicle while on Town business must maintain a valid Colorado Driver's License with the appropriate vehicle class designation required by the employee's department. Motor Vehicle and/or applicable criminal records will be periodically reviewed by the Town. Employees who have a history of violations under the motor vehicle statute, traffic code, or any other applicable criminal law may be prohibited from driving a Town vehicle on Town business. Employees must obey all traffic laws while using courteous and safe driving practices. The Town may investigate complaints about an employee's improper use of a Town vehicle and take appropriate disciplinary action.

Employees must not operate any vehicles when conducting Town business if they are using prescription drugs that may affect their ability to safely operate the vehicle. A licensed physician must determine if an employee using prescription drugs is safe to operate vehicles on Town business. Employees will not operate any vehicle when conducting Town business if they are under the influence of alcohol. The use of any tobacco product in Town vehicles is prohibited.

Employee Record Retention Policy: During employment, the Town will collect certain information that is classified as personal identifiable information (PII) under applicable laws. Such information may include, but is not limited to the following:

- Employee's first and last name or initials.
- Username(s) and password(s).
- Social security number.
- Driver's license or other identification card numbers; and
- Medical documentation and biometric data.

The Town may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Town will either (a) destroy the records or (b) arrange for their destruction by shredding, erasing, or otherwise modifying the PII in such a manner as to render it unreadable or indecipherable through any means.

Professional Certifications: Many positions require specific certifications or licenses; employees in such positions must comply with any such requirement. A record of such will be maintained in each employee's personnel file. Employees must report any changes to these certifications immediately to their supervisor. Loss of required certification(s) may result in demotion or termination.

Employee Identification and Access Cards: Each Town employee is provided with an official Town identification card and building access card, issued on the first day of employment. Employees are required to wear their badge for access to Town-owned facilities and for citizen identification of employment.

If an employee's ID badge is lost or stolen, they are to immediately report this to their supervisor. Excessive loss or stolen ID badges can result in disciplinary action up to termination. Upon separation of employment, ID's must be returned to Human Resources.

Interns, temporary, and seasonal staff can receive an ID badge upon Director approval. Return of the ID badge is mandatory at the end of their assignment.

No ID badges will be provided to visitors. Visitors must always be escorted by a Monument employee.

Access to Personnel Records: An employee's personnel file is maintained by and property of the Town and its Human Resources Department these files include such information as the employee's job application, resume, records of training, documentation of performance appraisals, written reprimands, salary increases, and other employment records and certain information is protected from disclosure to the public under C.R.S. 24-72-204(3)(a)(II)(A). The employee, the employee's supervisor, the Town Manager or designee, legal counsel for the Town and Human Resources have access to an employee personnel file. No personnel files, or part thereof, will be removed from Human Resources without their specific authorization.

Files kept by individual supervisors are not part of the official record of an employee for the purposes of "Personnel Files" and cannot be used against or for any employee during an investigation, for promotion, termination, etc.

Requests are often made by various organizations or individuals for information about past and present employees. All requests for information about employees are to be directed to Human Resources. It is assumed that employment verifications have been authorized by the employee in the case of application for credit or employment, thus information regarding date of hire and/or separation and salary levels, as appropriate, may be released. Human Resources will confirm prospective employers' position and dates of employment. The Town will not provide any other information about your employment, including a letter of reference.

Employees who wish to review their own file should contact Human Resources. With reasonable notice, employees may review their own personnel files in the Town's offices and in the presence of a member of Human Resources.

Access to personnel files for employment references will not be permitted. Records will only be released consistent with a subpoena or court order.

Upon receipt of a written waiver authorizing disclosure, the personnel file of a current or former police officer shall be disclosed to another law enforcement agency or governmental agency that is interviewing the officer in accordance with state law.

Personnel Data Changes: It is the responsibility of each employee to promptly notify the Town of any changes in personal data, such as mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment and other such status reports should be always accurate and current.

TRAVEL AND MILEAGE POLICY

Overview: This policy of the Town is to guide staff through reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking travel for training should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Authorization and responsibility: All staff out of state travel must be pre-approved at least 3 (three) weeks prior to travel, in state travel at least a week (7 days) before travel day. A travel request form must be submitted to the employees'

Department Director. The Director will partner with Human Resources and Finance for approval. All out-of-state travel requires approval by Human Resources, the Finance Department, and the Town Manager.

An individual may not approve his or her own travel or reimbursement. If the travel reimbursement form is used it must be signed by the department director or the town manager, following purchasing policy limits.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal funds: Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. See Travel Expenses/Procedures for details. Town of Monument reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Vacation in conjunction with business travel: In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the travel request form. Town of Monument will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

Exceptions: Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the Town Manager or by the Director of Finance. Exceptions related to the Town Manager, or the Director of Finance’s expenses must be submitted to the opposite person for approval. In most instances, the expected turnaround time for review and approval is five business days.

Reimbursable Travel Expenses/Procedures:

General information: Authorized out-of-state business travel for staff must be submitted at a minimum of 3 (three) weeks prior to travel; that includes prepayments and per diem must be pre-approved at a minimum of 3 (three) weeks prior to travel.

Permissible prepaid travel expenses: Before the travel, Town of Monument may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees and per diem cash advances. Applicable policies and methods of payments for these prepayments follow:

- **Airfare:** Travel arrangements are expected to be the lowest available airfare that reasonably meets business travel needs. Airfare will be prepaid by the department director with a credit card or check through the finance department with a check request form.
- **Driving:** Town of Monument will prepay the cost of driving if the cost does not exceed the cost of the least expensive airfare.
- **Rental vehicles:** Town of Monument will pay for the approved use of a rental vehicle. See the section on reimbursements below in this section.
- **Conference registration fees:** Conference registration fees can be prepaid with a credit card by the Department Director or with a check through the Finance Department with a check request form. Business-related banquets or meals that are considered part of the conference can be paid for with the registration fees; however, such meals must be deducted from the traveler’s per diem allowance.

- **Travel cash advances:** Cash advances are authorized for specific situations that might cause undue financial hardship for employees. These situations are limited to staff traveling on behalf of the Town. These situations are reviewed on a case-by-case basis, for approval if needed partner with Human Resources and Finance department.

Expenses associated with the travel must be reconciled and substantiated within two weeks of the return date. The traveler must repay Town of Monument for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying the Finance Department to deposit any excess funds into the appropriate departmental account.

Travel cash advances are processed by submitting a completed check request for payment form and travel request form to the Human Resources and Finance Departments. Reimbursement for any remaining expenses is processed on an employee reimbursement form, located on the Towns shared drive and approved by the designated approval authority.

Reimbursements: Requests for reimbursements of travel-related expenses are submitted on an employee reimbursement form. This form must be accompanied by supporting documentation and must include the Department Director's signature indicating approval.

These forms must be submitted to the Finance Department within two weeks after the trip is completed. Employee reimbursement forms not submitted within this period require approval from the Department Director or from the Director of Finance.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by the Town are shown below.

Public/Rideshare transportation: If public/rideshare transportation was not prepaid by the Finance Department, an original itemized receipt, original e-ticket receipt/statement, or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Automobile (personally owned—domestic travel): Use of a Town Vehicle is highly recommended for domestic business travel. If a personal vehicle must be used, the driver must possess a valid driver's license issued within the United States and personal automobile insurance in order to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the Town and the annual standard IRS mileage rate. As of January 1, 2024, the rate is 67 cents per mile. To verify the most current rate per mile, visit [Standard mileage rates | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/publications/p584).

Parking fees, tolls, and other incidental costs associated with vehicle use require Director approval for reimbursement.

Automobile (rental—domestic travel): Reimbursement for a rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of transportation, or if the destination is not otherwise accessible.

The Town of Monument authorizes rental for the most economic vehicle available. In certain circumstances, larger vehicles may be rented with supervisory approval. The rental agreement must clearly show the date and the points of

departure/arrival as well as the total cost. Drivers must adhere to the rental requirements and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, the Town of Monument encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. The Town of Monument will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is for business.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Parking fees, tolls, and other incidental costs associated with vehicle use require Director approval for reimbursement.

Conference registration fees: If the conference fee was not prepaid, the Town will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement, or documentation that the amount was paid is required for reimbursement.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Lodging (commercial): The cost of overnight lodging (room rate and tax only) will be authorized if travel is 45 miles or more from the traveler's home or primary worksite. Before leaving for the conference, ask the Finance Department for a copy of the tax-exempt certificate and ask at the checkout to have taxes removed from the final bill. Exceptions to this restriction may be approved in writing by the Town Manager or the Director of Finance.

The Town will cover lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Meals (per diem): Per diem allowances are for:

- In-state overnight travel that is 45 miles or more from the traveler's home or primary worksite.
- Out-of-state travel that is 45 miles or more from the traveler's home or primary worksite.

A traveler's total per diem amount will be prorated for meals provided as part of a conference or training course's registration fee. Certain provided meals may not be deducted from the traveler's per diem if they could not be consumed due to allergies or dietary restrictions. In these instances, the traveler must communicate with their supervisor and the Finance Department to determine final per diem payment. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Per diem rates are based on departure and return times over the entire 24-hour day and are prorated accordingly. Town of Monument per diem rates are based on the U.S. General Services Administration Guidelines (link: [Per diem rates | GSA](#)) which vary by city location. In addition to meals, the GSA rates include a set, daily incidental payment to cover

expenses such as laundry, dry cleaning, and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Receipts are not required for per diem allowances.

Parking: Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone calls: The costs of personal telephone calls are the responsibility of the individual.

Miscellaneous transportation: Original receipts are required for taxis, bus, subway, metro, ferry, and other modes of transportation for each occurrence.

Visa, passport fees, and immunizations: If these items are required for international travel, their reimbursement is left to your Director's discretion. If approved by the designated authority, original itemized receipts are required.

Non-Reimbursable Travel Expenses: The following items that may be associated with business travel will not be reimbursed by Town of Monument:

- Airline club memberships.
- Airline upgrades (first class, business, premium economy, etc.).
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.
- Penalties associated with parking, or any other automotive violations incurred by the traveler.

Travel for Non-Employees: Additional costs for travel, lodging, meals, or other travel expenses for spouses or other family members will not be reimbursed.

WEATHER OR EMERGENCY CLOSURES

The decision to close the Town facilities shall be made by the Town Manager or designee. The Town will make every attempt to retain regular working hours during periods of severe weather. At times, however, in the interest of the employees and public safety, the Town Manager may determine that Town operations be subject to an early closing, late start, or all-day closure.

Regularly scheduled operations shall continue as normal to the extent that employees are able to travel safely to Town facilities. All employees are urged to use caution and personal judgment in their travels to and from Town facilities.

If it is determined that facilities are closed or on a delayed start, the Town's designated internal communicator will be notified by the Town Manager or designee as soon as practical, and information will be disbursed to employees.

The decision to close Town Hall will be decided between the Town Manager or designee and Department Directors no later than 6:00 a.m. on the day of the event. You will receive notification through your supervisor, a Town alert, or social media posting as soon as possible. Notifications will be made to the phone number you have on file via phone call or text messaging.

In the absence of a specific announcement to the contrary, it should be understood that normal business functions will continue as scheduled.

Essential employees are required to report to work under various weather conditions, as they provide services which are essential for the health, safety, and welfare of members of the community. Essential employees who report to work will receive normal salaries unless the hours worked place them in the "overtime" category. Essential personnel may include but are not limited to Sworn Police Officers, Public Works personnel, and key management staff. All non-essential employees who report to work when an official closing is ordered will be sent home.

All sworn officers, in any position, are considered essential personnel. Police Service Aide's (PSAs) and professional staff are not considered essential personnel when considering emergency closures. On inclement weather days, any officer scheduled to work that day should report as scheduled. Officers assigned to any special assignments or roles such as training, detectives, CRO, etc. that do not typically work patrol assignments are to report to work as usual but are required to also check with the on-duty supervisor on whether they are needed for patrol duties that day. The patrol lieutenant or patrol commander typically comes in for emergency closure days and will coordinate emergency response and planning efforts with command staff who will report as needed for assignments or collaboration at local or regional Emergency Operation Centers (EOCs).

There will be no alternate day off for essential workers who work during weather closures. Essential workers' jobs are classified and compensated as an essential employee who was hired to work in adverse weather conditions.

Police Department Employees should also reference *Monument Police Policy 207: Emergency Management Plan and Town Closures* for further information.

When operations are officially closed due to emergency conditions, the time off will be paid, if employees are scheduled to be off on leave, leave time will be used.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees must update their supervisor if they know they are unable to report to work as soon as possible. In this case, the employee may request available paid leave time such as unused vacation, sick, or personal day.



RECEIPT OF EMPLOYEE HANDBOOK

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH THE TOWN OF MONUMENT ("TOWN") AND GIVE YOU AN OVERVIEW OF THE POLICIES, PROCEDURES, AND BENEFITS THAT RELATE TO YOUR EMPLOYMENT.

THIS HANDBOOK REPRESENTS A BRIEF SUMMARY OF SOME IMPORTANT ORGANIZATIONAL INFORMATION; HOWEVER, IT IS NOT ALL-INCLUSIVE.

THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY SUPERVISORY PERSONNEL DO NOT CONSTITUTE A CONTRACT, EITHER EXPRESSED OR IMPLIED, AND SHOULD NOT BE RELIED UPON AS BINDING PROMISES MADE BY THE TOWN. THE CONTENT OF THIS MANUAL IS A SUMMARY OF GUIDELINES FOR EMPLOYEES.

EMPLOYMENT AT THE TOWN IS AT WILL. ANY EMPLOYEE MAY BE TERMINATED WITH OR WITHOUT NOTICE AND WITHOUT AN EXPLANATION, JUST AS ANY EMPLOYEE MAY RESIGN AT ANY TIME, FOR ANY REASON. NOTHING IN THIS HANDBOOK IS INTENDED TO MODIFY THE TOWN'S AT-WILL EMPLOYMENT POLICY.

NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE TOWN MANAGER OR THE TOWN COUNCIL, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING AND SIGNED BY THE TOWN MANAGER AND THE EMPLOYEE.

THE TOWN RESERVES THE RIGHT TO MODIFY, REVOKE, RESCIND, SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE POLICIES MENTIONED, IN WHOLE OR IN PART, AT ANY TIME, WITH OR WITHOUT NOTICE.

I hereby acknowledge receipt of the Employee Handbook of the Town of Monument. I understand and agree that it is my responsibility to read and comply with the policies of this handbook.

Print Name

Date

Signature of Employee



EMPLOYEE ACKNOWLEDGMENT OF EMPLOYMENT AT-WILL POLICY

Employment at the Town of Monument ("Town") is on an **At-Will** basis unless otherwise stated in a written individual employment agreement.

This means that either the employee or the Town may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Town representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the **At-Will** relationship.

Nothing in this handbook is intended to prohibit or restrict employees from discussing terms and conditions of employment.

I hereby acknowledge receipt of the **At-Will** policy. I understand and agree that it is my responsibility to understand the criteria of this policy. If I have questions, I also understand that I should reach out to my Department Director or Human Resources for further discussion.

Print Name

Date

Signature of Employee



MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: Emily Trujillo, Human Resources Manager
DATE: 11/8/2024
SUBJECT: Town Manager Evaluation

Background.

Request has been made for a 360 review for the Town Manager. The Town Manager position is chosen by the Mayor and Council members, which makes it fitting for the aforementioned to decide on a consulting company for this service.

The primary objective of this review is to ensure that the Town Manager's leadership, decision-making, and communication skills align with the expectations of both internal and external stakeholders. By gathering feedback from multiple perspectives, we can identify areas of strength and opportunities for development that will support the Town Manager in driving continued improvement for our community.

Discussion.

The 360-degree review would be conducted by an external consultant to ensure objectivity and confidentiality. Feedback would be collected from key stakeholders via anonymous surveys and structured interviews, with the results presented in a comprehensive report to the council.

I recommend we initiate discussions to identify expectations of potential vendors who specialize in 360-degree reviews for public sector leaders. Additionally, we can outline a timeline for the review process to ensure it aligns with upcoming goals and priorities.

To aid in the search for a consulting company I would like to discuss the alignment of expectations of the consultant to provide the best choices for the process.

Employers Council and Graves consulting will be able to provide a full 360 review. Differences are the prices for these agencies.

Attachments:

Examples from 2 options

Multi-Rater (360) Feedback Surveys

2024 Service Quote and Information Details

Multi-rater (360) feedback surveys are a great way to gather information and perspective on an employee’s skills, attributes, and core strengths through the lens of multiple “raters”, including the subject’s perspective. Through this process, we can assist in creating clarity about and alignment between how the participant sees themselves, their “intentions,” and how others experience that person, i.e., their “impact.”

Your organization can choose from over 250 questions/items evaluating different competencies and open-ended questions from our sample list, or you can provide your unique questions/items. Our survey administrator will work with you each step of the way creating a smooth and worry-free experience.

General Scope of Work

*You will receive a checklist with detailed information on the process.

Setting a Timeline

Once an employer decides to have Employers Council assist them in conducting a 360 Feedback Survey, a timeline is discussed to schedule important dates and clarify expectations.

Developing the Survey Instrument

Employers Council provides sample questions, options for rater scales, and sample participant email invites to the member of their choosing. Once a list of multiple-choice items, open-ended items, a rater scale, and invite emails are decided, Employers Council will format the survey instrument and provide a draft back to the member for review. It takes 2 to 3 working days to get the survey instrument ready for review.

The survey instrument is finalized and approved by the member.

Administering the Survey

Employers Council will provide an excel spreadsheet for your organization to fill in with evaluators. Once this information has been received, invite emails are sent out and the survey is launched. The groups of evaluators provided should have a minimum of 5 people to maintain anonymity.

Surveys are often left open for 2-3 weeks with reminder emails sent out throughout the process within the discussed timeline.

Reporting

Once the survey closes and is no longer accepting responses, the survey data is processed, and a report is generated. You will be emailed a pdf of the final report.

The final report includes:

- Section 1: Overall Scoring
- Section 2: Positive and Negative Gaps
- Section 3: High and Low Scores
- Section 4: Dimension Breakdown by Questions
- Section 5: Open-Ended Questions
- Section 6: Development Planning Preparation



Pricing and Terms for Surveys Launched in 2024	
Service	Cost – Member and Nonmember Pricing
The first employee being evaluated with a newly created survey + 1 report	\$800 – Member Price \$900 – Nonmember Price
Additional employees being evaluated with the SAME questions and messages + 1 report	\$600 per additional subject – Member Price \$700 per additional subject – Nonmember Price
Post Survey Options	
Additional Reports	\$250 per report
Debrief and/or presentation of the results via our Human Resources Professional Services (HRPS) Department	\$135 per hour

Note the following:

- Any change of scope requested by your organization may require an adjustment to projected costs.
- By requesting to move forward, you agree to the cost of the project.
- The rates/pricing is only valid for the current calendar year.

Invoices are issued at the end of the project for the previous survey time frame, due within 30 days of receipt. All invoicing represented in this proposal will be through Employers Council Services (ECS) a wholly owned subsidiary of the Employers Council.

Employers Council and its employees understand the responsibility to respect the confidentiality of your organization and the information contained in its Human Resource Department to protect your privacy and to perform professionally.

This service quotation includes information that shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal.





PROPOSAL FOR

Town Manager Evaluation/360

We know that no matter what business you're in, people are at the core.

Graves Consulting, LLC
918.639.6053
www.graveshrconsulting.com

About Us:

Graves Consulting is a Woman Owned Small Business that was formed in 2016 and was specifically designed to bring affordable Human Resources consulting services, with a focus on best practices and employee engagement, to clients in the municipal, public sector, and private sectors. We focus primarily on Compensation, Strategic and Operational HR Planning, Organizational Culture & Employee Engagement and Leadership Development.

We have a staff of seasoned professionals with various areas of HR and Management expertise as well as partnerships that provide a wide array of resources for our clients.

You'll see from our list of clients and similar projects that we specialize in the municipal sector. As a result, we are intimately familiar with many of the unique departments (and challenges) that exist within local governments including Public Safety including EMS, Courts/Judicial, Community Development, Public Works, Parks & Recreation, Finance/Treasury, HR, Legal, IT, Planning/Engineering, Assessing, Wastewater Treatment, Utilities, Museums, Libraries, Tourism, Airports, Housing and more.

As a full-service Human Resources consulting firm with dozens of municipal and private sector clients, we offer the ability to review and address a variety of HR challenges including recruiting and retention issues, benefit plan design, strategic planning, leadership development organizational culture and employee communications.

Further, we take a very customer service-focused, high touch approach to our work. We believe in working collaboratively with the internal team to ensure that every question or concern is addressed and that we enhance their knowledge and skillset during our engagement. .

Executive Summary:

Graves Consulting will work collaboratively with the Town and Town Council to deploy an evaluation for the Town Manager. This process can include a 360 and/or a full evaluation process as described in the Methodology and Process overview.

Assigned Resources:

Sr. Project Consultant: Wendy Ecklund, M.Ed.

Wendy Ecklund worked in a leadership capacity in Human Resources for both private and public sectors, including providing senior level leadership and expertise in the broad scope of Human

Resources and Risk Management initiatives for municipal government. She has a passion for providing HR guidance in the public sector, with comprehensive knowledge of compensation and benefits, recruitment and retention efforts, employee engagement and organizational culture, along with all other functions of HR and Risk Management. She also facilitated the evaluation process for the City of Steamboat Springs City Manager and City Attorney, as the HR Director for the City.

Methodology and Process Overview:

Graves Consulting will work collaboratively with the Town to determine the appropriate evaluation process. We are providing two options.

Option 1: The recommended evaluation process would include an anonymous 360 evaluation, designed by Graves, to be completed by Town Manager direct reports, and a separate evaluation tool deployed to Council members and the Town Manager. The process steps are as follows:

- Graves Consulting will design and deploy a 360 evaluation to be completed by direct reports of the Town Manager. The results will be analyzed and summarized into a final report provided to Council members. All responses will be anonymous. This provides valuable feedback to Council members directly from the Town Manager's leadership team.
- Graves Consulting will design and deploy a separate evaluation tool and rating structure, ensuring it aligns with the Council's expectations. This evaluation will be completed by each Council member and the Town Manager.
- Graves Consulting will provide guidance to all raters regarding subjective rating criteria to ensure clarity and enhance consistency of interpretation.
- A comprehensive executive summary, detailing the results of the self-evaluation and the council members' evaluations, will be provided to council members during a facilitated Executive Session by Graves Consulting. The meeting will focus the discussion on overall feedback, highlighting areas for opportunity, areas of success, and overall ratings.
- If requested, Graves Consulting will work with Human Resources regarding any potential adjustments to pay based on the evaluation results.
- The Executive Session can be facilitated virtually, or in-person as determined by the Town.

Total cost for Option 1 is \$5,600 (onsite costs listed separately below).

Option 2: If the Town decides not to do the full evaluation process above, Graves Consulting can deploy a 360 evaluation only, to be completed by Council members and the Town Manager, and up to two other individuals identified by the Town. This will be summarized into a full report and discussed during a facilitated Executive Session.

Total cost for Option 2 is \$2,800 (onsite costs listed separately below).

Timeline:

The full process (Option 1) should be completed within 2 to 3 months depending on the timing and availability of each participant and Council members.

Option 2 is estimated to be completed in approximately 6 weeks from the date we begin the process.

Total Cost and Payment Terms:

In addition to the costs listed in Option 1 (\$5,600) and Option 2 (\$2,800) above, we are happy to facilitate an onsite meeting for the Executive Session for an additional cost of \$1,500.

References are available upon request.