



TOWN OF  
**LAKE CITY**

Employee Handbook  
May 2026

**Table of Contents**

General Information ..... 5

    Welcome – Placeholder..... 5

    Contact Page – Placeholder..... 5

    Purpose of Employee Handbook..... 5

    Employment At Will ..... 6

Commitment to Equal Employment Opportunity..... 6

    EEO ..... 6

    Sexual and Other Unlawful Harassment..... 6

    Accommodation .....11

    Recruitment, Equal Employment Opportunity .....11

    Hiring Practices ..... 12

    Orientation ..... 12

    Introductory Period ..... 12

General Employment Practices..... 12

    Employee Classification ..... 12

    Employee Eligibility and Work Authorization ..... 13

    Romantic and Family Relationships as Work..... 13

    Performance Evaluation ..... 14

    Personal Data Changes..... 15

    Voluntary Open-Door Policy ..... 15

    Grievance Procedure ..... 15

Workplace Conduct ..... 16

    Standards of Conduct..... 16

    Corrective Action ..... 18

    Confidential Information ..... 19

    Reporting and Anti-Retaliation Policy ..... 19

    Personal Appearance ..... 22

    Attendance and Punctuality ..... 22

    Information Technology and Cellphone Usage..... 24

Media Releases .....	25
Social Media.....	25
Time Off and Leaves of Absence .....	25
Holidays .....	25
Floating Holidays.....	26
Vacation .....	27
Paid Sick and Safe Leave (PSSL) and Public Health Emergency Leave (PHEL) (Accrual Method) .....	29
Colorado Family and Medical Leave Insurance (FAMLI) .....	34
Unpaid Leave of Absence .....	34
Military .....	35
Jury Duty .....	36
Time off to Vote.....	36
Political Activity .....	37
Emergency Leave.....	37
Other Leaves of Absence.....	38
Pay Practices .....	38
Payment of Wages.....	38
Work Schedules.....	38
Overtime.....	38
On Call Process and Procedures.....	39
Driving for Business .....	40
Travel and Other Expenses.....	40
Employee Benefits.....	41
Benefits Overview .....	41
Safety and Security .....	41
Anti- Violence .....	41
Weapons in the Workplace.....	42
Workers' Compensation .....	43
Reporting a Work-Related Injury or Illness.....	43

Smoke-Free Workplace .....	44
Substance Abuse.....	44
Gifts .....	45
Inclement Weather/ Office Closing.....	46
Leaving the Town .....	46
Return of the Town’s Property.....	47
Verification of Employment.....	47
Exit Interviews.....	47
Employee Handbook Acknowledgement and Receipt .....	48

## **General Information**

**Welcome – Placeholder**

**Contact Page – Placeholder**

### **Purpose of Employee Handbook**

This Employee Handbook contains information about the employment policies and practices of the Town of Lake City (referred to in this Employee Handbook as “the Town”. These policies reflect the Town’s values, and the Town expects each employee to read this Employee Handbook carefully, as it is a valuable reference for helping each employee understand their job and their employment with the Town of Lake City.

This Employee Handbook supersedes all previously issued Employee Handbooks. Except for the policy of at-will employment, the Town reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this Employee Handbook.

This Employee Handbook is not a contract and does not constitute an express or implied contract guaranteeing continued employment for any employee. No supervisor has any authority to enter into a contract of employment, express or implied, that changes or alters the at-will relationship.

Not all of the Town’s policies and procedures are set forth in this Employee Handbook. This Employee Handbook summarizes only some of the more important policies and procedures. If an employee has any questions or concerns about this Employee Handbook or any other policy or procedure, the employee should ask their supervisor or the Town Manager.

These policies apply to all employees of the Town, except those in the following positions:

- Appointed members of boards and commissions;
- Persons retained to make or conduct a special inquiry, investigation, or audit;
- Persons of a professional nature retained by the Town on a regular, but less than full-time, basis to render professional services; and
- Other exemptions as may be made by the Board of Trustees as needed.

Appointed Statutory Officials: The Town Attorney and Municipal Judge are not included under the provisions set forth in these policies. As to the Town Manager,

Town Clerk, and Town Treasurer, these officials are included under and covered by the provisions set forth in these policies, except those which may be inconsistent with CRS 31-4-301 through 31-4-307, or separate written employment agreements, which shall govern. The duties, responsibilities, and job descriptions of appointed statutory officials are set by state statute and municipal ordinance.

### **Employment At Will**

Employment with the Town is "at-will". "At-will" means that the employee works at the will and pleasure of the employer. Any employee may be terminated with or without cause. No statement of reasons or a hearing is required to be provided to the terminated employee, just as any employee may resign at any time for any reason. This means that either the employee or the Town may terminate the employment relationship at any time with or without cause or prior notice.

### **Commitment to Equal Employment Opportunity**

#### **EEO**

The Town is committed to equal employment opportunity and to compliance with federal anti-discrimination laws. We also comply with Colorado law, which prohibits discrimination and harassment against any employees or applicants for employment based on disability, race (including hair texture, hair type, hair length or protective hairstyles commonly or historically associated with race (e.g., braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros and headwraps)), color, creed, sex (including pregnancy), religion, age (over 40), national origin, sexual orientation, gender identity, gender expression, marital status, ancestry, living organ donor status, state National Guard status, civil air patrol status, and lawful activities during nonworking hours. The Town also does not discriminate against qualified applicants because they did not apply through a private employment agency.

The Town will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

#### **Sexual and Other Unlawful Harassment**

The Town is committed to providing a work environment free of harassment based on any legally protected characteristic. The Town prohibits sexual harassment and harassment against any applicant or employee because of any legally protected characteristic, including, but not limited to: veteran status, uniformed servicemember

status, race, color, religion, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), citizenship or immigration status, or any other status protected by federal, state, or local law (collectively, “protected characteristics”).

This policy applies to conduct by any person involved in the Town’s operations, including employees, supervisors, temporary or seasonal workers, agents, clients, vendors, customers, and any other third party. The Town prohibits conduct that creates or contributes to a hostile or offensive working environment for any employee or applicant based on protected characteristics. Any employee who believes harassment has occurred should follow the Complaint Procedures in this policy.

The Town prohibits unlawful harassment and sexual harassment and also prohibits harassing conduct (as defined below) even if it does not rise to the level of unlawful harassment. The Town may discipline or take remedial action for conduct the Town deems unacceptable, whether or not the conduct meets the legal definition of unlawful harassment or sexual harassment.

### **Sexual Harassment Defined**

Sexual harassment includes unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- Submission to the conduct becomes a term or condition of employment; or
- Submission to or rejection of the conduct is used as a basis for employment decisions; or
- The conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive working environment, even if the reporting employee is not the intended target.

Sexual harassment also includes other offensive behavior based on sex. The following list provides examples and is not exhaustive:

- Unwanted sexual advances or propositions (including repeated, unwelcome requests for dates).
- Offers of employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct (for example, leering, sexual gestures, displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails, or text messages).

- Verbal conduct (for example, sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, comments about an individual's body or dress, whistling, or suggestive or insulting sounds).
- Verbal and/or written abuse of a sexual nature, including sexually degrading commentary about an individual's body, dress, or sexual experiences, and sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets, or other social media postings.
- Physical conduct (for example, unwelcome or inappropriate touching, physical violence, intimidation, assault, or impeding or blocking normal movements).
- Hostile actions taken because of an individual's sex, sexual orientation, gender identity, or transgender status, including:
  - Interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Repeated and intentional use of a name or pronoun inconsistent with an individual's known gender identity;
  - Asking intrusive questions about a person's sexual orientation, gender identity, gender transition, or intimate body parts;
  - Sabotaging an individual's work; or
  - Bullying, yelling, or name-calling.
  - Retaliation for making reports or threatening to report sexual harassment.

Sexual harassment can occur regardless of the gender of the person engaging in the conduct or the person subjected to it. Harassment based on sexual orientation, self-identified gender, perceived gender, or transgender status constitutes prohibited sexual harassment.

### **Other Types of Prohibited Harassment**

The Town prohibits harassment based on any protected characteristic. Prohibited harassment may include conduct similar to the examples above and may also include, but is not limited to:

- Verbal conduct (for example, taunting, jokes, threats, epithets, derogatory comments, or slurs based on protected characteristics).
- Visual and/or written conduct (for example, derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages, or gestures based on protected characteristics).

- Sharing pornography or sexually demeaning depictions of people, including AI-generated and deepfake images and videos.
- Mimicking or mocking a person's disability, accent, or religious garments, jewelry, or displays.
- Physical conduct (for example, assault, unwanted touching, or blocking normal movement because of protected characteristics).

### **Protection Against Retaliation**

The Town prohibits retaliation against any person for using the Complaint Procedures below; reporting discrimination, harassment, sexual harassment, or retaliation; objecting to such conduct; or filing, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing conducted by a governmental enforcement agency.

Prohibited retaliation includes, but is not limited to: termination, demotion, suspension, failure to hire, failure to give equal consideration in employment decisions, biased employment recommendations, adverse changes to working conditions, or denial of any employment benefit.

Any individual who believes retaliation has occurred should report the concern using the Complaint Procedures. The Town will investigate reports of retaliation thoroughly and objectively. If the Town substantiates a violation, the Town will take appropriate corrective action, up to and including termination of employment.

### **Complaint Procedures**

Any individual who believes discrimination, sexual harassment, other prohibited harassment, or retaliation has occurred should report it as soon as possible to:

- The employee's supervisor; or
- The Town Manager; or
- The Board of Trustees, if necessary.

A report may be made orally or in writing.

An employee does not need to report concerns to a supervisor who is hostile, involved in the conduct, closely associated with the person involved, or someone the employee is uncomfortable approaching. If a supervisor is the alleged harasser or is believed to be violating this policy, the employee should report the conduct to the Town Manager. Reporting only to the offending supervisor is not sufficient.

A supervisor who receives a report or learns of possible harassment, sexual harassment, or retaliation must promptly report it to the Town Manager (or the alternate contact listed above).

Employees may, but are not required to, tell the person engaging in the conduct that the conduct is offensive and unwelcome. Individuals who observe conduct that may violate this policy are encouraged to take reasonable steps to help stop it when safe and appropriate (for example, by intervening directly, alerting a supervisor, or reporting concerns). Physical confrontation, violence, or assault is not appropriate.

### **Investigation**

After the Town receives a report, or otherwise has reason to believe discrimination, prohibited harassment, or retaliation may be occurring, the Town will conduct a timely, thorough, and objective investigation. The Town will maintain confidentiality to the extent possible, consistent with a thorough and objective investigation and as permitted or required by law. The Town will share information only on a need-to-know basis.

After the investigation concludes, the Town will advise the reporting individual that the investigation has been completed and may share the outcome as appropriate. The Town will comply with applicable law during investigations and expects employees to cooperate, except when participation is voluntary. Employees must provide truthful information during an investigation.

### **Discipline**

If the Town determines a violation occurred, the Town will take prompt remedial action, up to and including termination of employment. The Town may also discipline an employee who knowingly allows a violation of this policy to continue without reporting it.

### **Good Faith Reporting**

The Town will not discipline or retaliate against an individual for making a good faith report of discrimination, prohibited harassment, sexual harassment, or retaliation, even if the Town cannot substantiate the allegations or the reporting individual was mistaken about some facts. An individual who intentionally makes a false report may face discipline, up to and including termination of employment. Program to Deter Harassment, Discrimination and Other Unfair Employment Practices.

The Town has established a program designed to prevent harassment, discrimination, retaliation and other unfair employment practices; deter future harassers; and protect employees from harassment.

Under this program, any employee who believes they have been harassed, discriminated against, subjected to retaliation by a co-worker, supervisor, agent, client, vendor or customer of The Town of Lake City, or otherwise subjected to any unfair employment practice based on a protected class, or who is aware of such harassment, discrimination, retaliation or an unfair employment practice based on a protected class against others, should immediately provide a written or verbal report to their supervisor, the Town Manager, or the Board of Trustees to report such incidents.

After a report is received, management will undertake prompt, reasonable action to investigate or address the alleged harassing, discriminatory, retaliatory or unfair employment practices. If warranted, management may issue prompt, reasonable remedial action in response to complaints of discriminatory or unfair employment practices because of a protected class.

### **Accommodation**

The Town is committed to fostering an inclusive environment where everyone can thrive, recognizing that sometimes accommodation may be needed to align job requirements with employees' needs.

Should an employee find themselves in this situation, please know that we have a thoughtful process in place designed to address concerns regarding disability, pregnancy, lactation, or religious accommodations. Employees are encouraged to communicate these concerns with their supervisor or the Town Manager. Doing so will kick-start our collaborative approach to exploring possible accommodations. Seeking accommodation will never result in retaliation or discrimination. Our employees well-being is our priority, and we stand by them in maintaining a work environment that is respectful of all.

### **Recruitment, Equal Employment Opportunity**

It shall be the policy of the Town to provide fair and equal opportunity to all qualified persons to gain employment with the Town on the basis of demonstrated merit and fitness, as determined by fair and practical methods of selection, without regard to race, color, sex, pregnancy, gender identity, sexual orientation, national origin, age, religion, disability, genetic information, or any other condition protected by applicable state or federal law.

## **Hiring Practices**

All job vacancies will be posted by the Town. Applications will be accepted by the Town Manager. Application time periods will generally be included in job notices. For some positions, the Town may make exceptions to this policy when doing so is in the best interest of the Town.

## **Orientation**

The Town Clerk is responsible for ensuring that all necessary documents are processed in conjunction with the beginning of employment. All new employees must complete all necessary paperwork prior to starting work for the Town. The supervisor of the new employee is responsible for facilitating training and job orientation. The supervisor must communicate expectations for job performance, rules, and procedures. The supervisor must provide the employee with any written guidelines established for the department, if such guidelines exist. The supervisor must also document that the employee received this information.

## **Introductory Period**

Each employee selected to fill a position with the Town must successfully complete a introductory period of six (6) months. This period gives the supervisor an opportunity to observe the new employee and determine whether the employee is suitable for the position. The supervisor should address concerns regarding introductory employee performance openly and exchange suggestions for improvement.

The introductory period does not create a contract or guarantee employment for any specific duration. During the introductory period, the supervisor may terminate the employee at any time, with or without cause, at the supervisor's discretion. At the completion of the six-month period, the supervisor will provide the employee with a written performance evaluation.

## **General Employment Practices**

### **Employee Classification**

- Full-time Employee is one employed to work at least 32 hours per week on a regular and continuing basis. The work week is any consecutive seven-day period. Generally, these employees may be eligible for the Town's benefits packages and are subject to each benefit program's terms, conditions, and limitations.

- Part-time Employee is one employed to work less than 32 hours per week or less than 134 hours per month on a regular and continuing basis or is available upon request or need. Generally, these employees may be eligible for some of the Town's benefits packages and are subject to each benefit program's terms, conditions, and limitations.
- Regular Employee is an employee who has been assigned to fill a position as established by the Town Manager and/or Board of Trustees.
- Seasonal Employee is one employed to work on a regular and/or recurring basis during a specific season or portion of a year.
- Temporary or Emergency Employee is one hired to fill a position created as a special assignment that has a limited term of employment.
- Volunteer is a non-paid individual.

### **Employee Eligibility and Work Authorization**

The Town of Lake City complies with the Federal Immigration Reform and Control Act, employing persons who are legally eligible to work. All employees hired for any position with the Town shall complete an employment eligibility verification statement (I-9) in compliance with this Act.

### **Romantic and Family Relationships as Work**

A familial or intimate relationship among employees can create an actual, potential, or perceived conflict of interest in the employment setting, especially if one relative, spouse, partner, or member of such a relationship supervises another relative, spouse, partner, or member. To avoid this problem, the Town may refuse to hire or place an employee in a position where the potential for favoritism or a conflict exists.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one employee may affect the compensation or other terms or conditions of employment of the other employee. In other cases where a conflict or the potential for a conflict arises, even if no supervisory relationship exists, the Town Manager may separate the employees by reassignment or may terminate employment, at the Town Manager's discretion.

For the purposes of this policy, a "relative" is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (for example, domestic partnership or civil union status).

### **Performance Evaluation**

The Town employs a merit-based evaluation system to which all regular employees are subject. All decisions related to performance-based wage changes or continued employment status will be based on results achieved through this evaluation system.

All regular employees shall participate in this process with their immediate supervisor at least annually. During the performance review, the employee and supervisor will review the employee's work during the past year, discuss results achieved, opportunities for growth, and future goals. Performance evaluations will be documented and placed in the employee's employment file.

### **Promotion**

Current employees seeking promotion must meet the minimum qualifications for the position identified in the posted job description. The job description must include a position definition, supervision, essential job functions, examples of work performed, and the desired knowledge, skills, abilities, experience, training, education, and any necessary special requirements.

When the Town promotes an employee, the Town requires a six-month introductory period. If the promoted employee does not attain satisfactory job performance in the new position, the Town may dismiss the employee from employment with the Town. When feasible, the Town may return the employee to the employee's previous position with approval from the Town Manager.

The Town will use all applicable recruiting practices for internal candidates.

### **Demotion**

The Town will not demote an employee due to the employee's inability to satisfactorily perform assigned duties or for disciplinary reasons. The Town may allow an employee to accept an offered demotion when restructuring or lack of funding makes the demotion necessary.

The introductory period for hiring and promotion also applies to employees who accept a demotion. If the employee returns to the employee's originally held position, the Town will waive the introductory period.

### **Employee Development**

The Town will pay the cost of training that directly relates to an employee's immediate job responsibilities. Funding approval depends on available funding and course

availability, and the Town Manager or the appropriate Supervisor must approve the training.

Financial assistance requires proper approval and successful completion of the course while the employee remains employed by the Town.

### **Personal Data Changes**

To better assist employees and/or their families in the event of personal emergencies, the Town must maintain up-to-date contact information.

Maintaining accurate information in the Town's files also supports recordkeeping, payroll, and benefits-related purposes.

Employees must promptly provide the Town Manager or the Clerk with any changes to name, address, telephone number, marital status, number of dependents, next of kin, and/or beneficiaries.

### **Voluntary Open-Door Policy**

We recognize that employees may have suggestions for improving the Town's work environment, as well as complaints about the work environment. Employees should contact their supervisor with any suggestions or complaints. If employees do not feel comfortable contacting their supervisor, or if employees are not satisfied with the supervisor's response, employees should contact the Town Manager.

While the Town provides employees with this opportunity to communicate their views, employees should understand that the Town cannot resolve every complaint to the employee's satisfaction. Even so, the Town believes that open communication is essential to a successful work environment, and employees should feel free to raise issues of concern without fear of reprisal.

Some Town policies, such as the Sexual and Other Unlawful Harassment policy, contain specific reporting procedures that employees must follow when reporting violations of those policies. Employees should use this policy to submit reports, concerns, and ideas that the Town's other reporting procedures do not address.

### **Grievance Procedure**

A grievance procedure is the formal method of settling differences of opinion between employees, but employees are encouraged to settle disputes in an informal and amicable manner. However, the following is open to all Town employees.

Circumventing the grievance procedure is considered a violation of Lake City personnel procedures. All employees shall be subject to disciplinary measures, including termination, for circumventing the grievance procedure. No employee shall be denied the right to file a grievance either formally or informally; and any employee who denies access to the grievance procedure shall be disciplined.

Employees are assured freedom from reprisal for using the grievance procedure. Any adoption, deletion or revision of Town policy shall not be considered to be a matter subject to review through the grievance procedure.

Any employee who is aggrieved by any action that relates to their working conditions and relationships, violations or interpretations of department policies rules, regulations, may file a grievance after the occurrence of the action complained of, or after the employee has reasonable knowledge of the action. Such dispute, difference or grievance shall be settled in the following manner:

The dispute, difference or grievance shall be submitted in writing to the immediate supervisor by the aggrieved employee. The recipient of the grievance shall respond in writing to the employee within five (5) business days.

If an employee is dissatisfied with the decision of his or her supervisor, the employee may present his or her written grievance and the supervisor's decision to a mediator provided by, but not directly associated or affiliated with the Town of Lake City. The Lake City Board of Trustees shall select a mediator who is trained and experienced in personnel issues and who is impartial to both parties in a dispute.

The mediator's first task will be to resolve the dispute between an employee and their supervisor in a way that is mutually satisfactory and agreeable to both parties. However, if such a solution cannot be reached, the mediator may act as an arbitrator and make the determination regarding the dispute.

## **Workplace Conduct**

### **Standards of Conduct**

The Town expects employees to follow basic, common-sense rules of conduct that protect everyone's safety and security.

It is not possible to list every form of behavior that is unacceptable in the work environment. To guide employees, the Town provides examples of conduct that is unacceptable and may lead to disciplinary action, up to and including termination of employment, at the Town's discretion.

This list is not all-inclusive:

- Falsifying employment records, employment information, or other Town records or work-related information;
- Recording another employee's work time, allowing another employee to record an employee's work time, or allowing falsification of any time report, whether the employee's own or another employee's;
- Stealing Town property, or deliberately or carelessly damaging Town property or the property of any employee, client, contractor, or visitor;
- Using Town materials, supplies, tools, or products for personal reasons without advance permission from the Town Manager;
- Violating the Town's Information Technology and Cellphone Usage policy, including sending personal emails during working time;
- Provoking a physical fight or engaging in physical fighting in the work environment, during working hours, at a work event, or on premises owned or occupied by the Town;
- Carrying firearms, weapons, or dangerous substances at any time on premises owned or occupied by the Town, unless applicable law permits otherwise;
- Using violent, threatening, or unlawfully harassing language at any time in the work environment, during working hours, or on premises owned or occupied by the Town;
- Being absent for four (4) consecutive scheduled workdays without prior notice to the Town;
- Making knowingly false statements concerning the Town or any employee, client, contractor, or visitor;
- Failing to obtain permission from a supervisor or the Town Manager to leave work during scheduled working hours (not including legally required meal and rest breaks), unless the reason is legally protected;
- Failing to observe work schedule requirements, including meal and rest breaks;
- Abusing or misusing paid sick leave;
- Working overtime without authorization or refusing to work assigned hours;
- Violating any Town policy, rule, or procedure;
- Failing to demonstrate immediate and consistent improvement in poor work performance;

- Engaging in discussions or acts of violence against any employee, client, contractor, or visitor;
- Engaging in conduct that is physically injurious or threatening toward any employee, client, contractor, or visitor;
- Refusing to perform assigned duties as requested by a supervisor or the Town Manager, unless the duties are unsafe or contrary to Town policies or procedures;
- Using, consuming, or possessing intoxicating beverages or illegal drugs on Town premises, during working hours, at a work event, or otherwise in violation of the Town's Drug-Free Workplace Policy; and
- Discriminating or harassing in violation of the Town's Equal Employment Opportunity (EEO) policy and the Town's Sexual and Other Prohibited Harassment policies against any employee, client, contractor, visitor, or other individual involved in Town operations based on race, religion, age, sex, national origin, disability, or any other protected characteristic under applicable federal, state, or local law.
- Failure to follow prescribed safety procedures

This list is not all-inclusive. The Town may take disciplinary action to address other types of conduct, performance issues, or rule violations, at the Town's discretion. The Town reserves the right to determine the type of disciplinary action issued to an employee.

This statement of prohibited conduct does not alter or limit at-will employment, where applicable. Either the employee or the Town may terminate the employment relationship at any time, for any reason, with or without cause, and with or without notice.

### **Corrective Action**

The Town expects all employees to maintain high standards of job performance and conduct. Some performance or conduct may result in immediate termination. When performance or conduct falls short of Town standards or expectations, the Town may take corrective action it deems appropriate, up to and including termination of employment.

Corrective action may include a formal discussion with the employee, demotion, or immediate termination. Corrective action taken in one situation does not establish a precedent for other situations.

To maintain a safe, comfortable, and efficient working environment, employees conduct themselves in a professional, business-like manner at all times. The Town does not tolerate conduct the Town determines is unprofessional, reflects negatively on the Town, or is not in the Town's best interest.

Employment is at will, and the Town may terminate employment at any time, with or without cause or notice, in accordance with applicable law, including for policy violations, poor judgment, poor performance, abusive conduct toward another employee, insubordination, or similar circumstances.

### **Confidential Information**

No employee shall disclose confidential information acquired during the course of Town employment; nor shall the employee use such information, or permit others to use it, in furtherance of private interests. No Town employee shall accept outside employment or engage in any business or professional activities that might require them to disclose or act on confidential information acquired by virtue of Town employment. Any employee who violates the above shall immediately be released, without recourse, from employment with the Town.

### **Reporting and Anti-Retaliation Policy**

#### **We Encourage a Speak Up Culture**

Choosing to speak up about work-related concerns helps build a healthy, ethical, and compliant Town and supports the Town's culture. To promote that culture, the Town encourages employees to speak up and promptly raise questions and concerns about any situation that may violate Town policies or procedures; the laws, rules, and regulations that govern Town operations; and best practices in accounting, auditing, and financial reporting matters (collectively, this policy refers to these standards as the "Code").

For purposes of this policy, references to the "Code" include the Town's expectations that employees perform their work in a manner consistent with Town policies and procedures, as well as applicable laws. Employees are essential to the Town's success. When employees raise concerns, the Town can consider them carefully and address them appropriately.

The Town commits to promoting a culture of ethical conduct and compliance with:

- Town policies and procedures;
- the laws, rules, and regulations that govern Town operations; and
- best practices in accounting, auditing, and financial reporting matters.

The Town expects all employees, officers, and agents to follow this commitment in all aspects of their work.

### **Raise Good-Faith Questions and Concerns About Conduct That May Violate the Code**

The Town welcomes good-faith questions and concerns about any conduct an employee believes may violate the Code.

The Town fosters an environment that supports good-faith communication while employees perform their job duties and responsibilities. This includes conduct by employees, supervisors, and third parties involved in Town operations, including contractors, suppliers, consultants, or clients.

### **The Town Does Not Tolerate Retaliation**

Raising questions or concerns can feel like a difficult decision. The Town commits to an environment that does not deter employees from speaking up when they observe conduct that may violate the Code. The Town does not tolerate retaliation of any kind when an employee, in good faith, raises a question or concern about a violation or suspected violation of the Code, or when an employee participates in or cooperates with an investigation of such concerns.

Retaliation includes any conduct that would reasonably discourage an employee from raising, reporting, or communicating good-faith concerns through internal reporting channels or with any governmental authority, or from participating in or cooperating with an investigation or legal proceeding related to such concerns.

Retaliation can occur through conduct or written communication and can take many forms, including actual or implied threats, verbal or nonverbal behaviors, changes to terms or conditions of employment, coercion, bullying, intimidation, or deliberate exclusionary behaviors.

The Town follows all applicable laws that protect employees from unlawful retaliation or discrimination resulting from raising good-faith questions or concerns. If an employee becomes aware of retaliation or a threat of retaliation, the employee must report it immediately.

Nothing in this policy prevents the Town from taking appropriate disciplinary action or other legitimate employment action consistent with Town practices and the law. This

policy does not protect employees who knowingly and intentionally raise false concerns or reports.

### **How to Raise Questions and Concerns**

Employees may submit good-faith questions or concerns about conduct they believe may violate the Code to:

- their supervisor;
- the Town Manager;
- the Board of Trustees if the question or concern is in regard to the Town Manager

When an employee raises a concern, the Town maintains confidentiality to the fullest extent possible, consistent with applicable legal requirements and the need to conduct an adequate investigation or review.

When raising concerns, employees should provide as much detailed information as possible, including the background and history of the concern, names, dates, places, and the reasons why the situation causes concern. This is especially important for concerns raised anonymously so the Town can conduct an appropriate review and, if necessary, begin an investigation.

### **What the Town Will Do**

The Town commits to reviewing all reported concerns; conducting proper, fair, and thorough investigations tailored to the circumstances; and taking appropriate remedial and concluding steps as warranted. The Town bases its response on the nature and severity of the concern. The Town may conduct initial inquiries and fact-gathering to determine whether an investigation is appropriate and, if so, the form and scope of the investigation. An investigation does not indicate that the Town has confirmed or rejected the concern.

The Town complies with the law when conducting investigations. The Town expects employees to provide truthful information when participating in an investigation and to keep investigation-related matters confidential during the investigation.

The Town takes all good-faith concerns and reports raised under this policy seriously.

### **Adherence to This Policy**

Employees who believe the Town subjected them to conduct that violates this policy may register a complaint using the procedures outlined above. The Town may take corrective action, up to and including termination, against any employee who

unlawfully discriminates or retaliates against another employee for protected actions described in this policy.

### **Personal Appearance**

The image the Town projects to the public is reflected in the appearance of its employees. Employees should look neat, clean, and well-groomed, and should dress appropriately to perform their specific duties. Employees are expected to use good judgment in their appearance and grooming, keeping in mind the nature of the work, their own safety and the safety of co-workers, and their need to interact with the public. Below are a few guidelines for professional appearance:

- Clothing should be well-fitting and not constitute a safety hazard.
- All employees should practice common sense rules of cleanliness and comfort.
- When jeans are appropriate for the position, the jeans must be in good condition.
- Tank tops, flip-flops, slippers, sandals, garments that are unnecessarily revealing, and other similar apparel are generally not permitted.
- If an employee shaves, then the employee's facial hair should be clean-shaven or trimmed. If an employee does not shave, facial hair should be clean.
- Jewelry may be restricted for safety reasons, based on the position.
- No strong or lingering odors, including poor hygiene, strong perfumes or colognes.

Employees are encouraged to seek the advice of their supervisor or the Town if they have questions regarding appropriate dress or appearance at work.

Employees who report to work in a manner that violates this policy may be instructed by their supervisor to return home to change. The time that nonexempt employees are absent for this purpose will be unpaid unless state law requires otherwise.

Nothing in this policy is intended to prevent employees from wearing a hair or facial hair style that is consistent with their cultural, ethnic, or racial heritage or identity. This policy will be interpreted to comply with applicable local, state, or federal law.

### **Attendance and Punctuality**

Employees are expected to attend work regularly and arrive on time. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must complete that employee's workload, just as the employee must assume the workload of others who are absent. To limit problems caused by employee absences or tardiness, the Town has adopted the following policy, which applies to absences not previously approved by the Town.

Employees are expected to report to work as scheduled, arrive on time, and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, when required to leave on authorized Town business, or when otherwise authorized to leave. Non-approved late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

If an employee is unable to report for work on any particular day, the employee must call their supervisor at least 1 hour, or as soon as practical, before the time the employee is scheduled to begin working for that day. The Town may inquire about the general reason for an absence or tardiness. Unless extenuating circumstances exist, the employee must call in on each and every day the employee is scheduled to work but will not report to work.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment, unless the absence or tardiness is legally protected. The following types of time off will not be considered grounds for disciplinary action under this policy:

- Excused time off, including vacation and other forms of paid time off;
- Sick leave provided under a mandatory sick leave law;
- Approved leaves of absence, including jury duty leave, military leave, leave protected under the Family and Medical Leave Act or similar state laws, and time off or leave provided under the Americans with Disabilities Act or similar state laws; and/or
- Time off due to a work-related injury that is covered by workers' compensation.

Each situation of absenteeism or tardiness will be evaluated on a case-by-case basis. Even one unexcused absence or tardiness may be considered excessive, depending upon the circumstances. However, the Town will not subject employees to disciplinary action or retaliation for an absence or tardiness that is legally protected. An employee who believes an absence or tardiness is legally protected should notify their supervisor of this fact at the time of the absence or tardiness. Employees will not be required to reveal the nature of any underlying medical condition. If an employee believes the employee has been mistakenly subject to disciplinary action for an absence or tardiness the employee believes is legally protected, the employee should promptly discuss the matter with the Town Manager.

Absent extraordinary circumstances or a legally protected reason, if an employee fails to report for work without any notification to their supervisor and the absence continues for a period of four days, the Town will consider the employee to have abandoned employment and voluntarily terminated employment.

### **Information Technology and Cellphone Usage**

All information technology systems that are owned or supported by the Town of Lake City and/or are connected to the Town of Lake City's network are governed by this policy.

All data from any source or for any purpose that is stored on any Town computers or other electronic devices is the property of the Town of Lake City.

Unauthorized use of information technology systems for non-work related reasons is not permitted during work hours.

Hardware and software not purchased by the Town of Lake City is prohibited from installation unless otherwise authorized.

Inappropriate use of Internet access and electronic mail, including but not limited to use of the Internet or email system for personal gain or solicitation, campaign activities, sending harassing or threatening messages to others, forwarding "for-profit" messages or chain letters or sending or accessing pornographic materials, is prohibited.

All email, messaging and Internet communication is the property of the Town of Lake City and the Town reserves the right to access all messages. Employee Internet usage and email may be monitored.

Cellular telephones provided to Town employees are intended to be used primarily in the conduct of Town business. Cellular telephones should not be considered secure. Should loss of the issued cellphone occur, the employee shall report the loss immediately to their supervisor. The employee may be responsible for the damaged or lost equipment unless deemed replaceable by the department's budget.

Employees in violation of this policy shall be subject to appropriate disciplinary action up to and including termination.

## **Media Releases**

Town employees who receive requests for information from the media should relay those requests to the Town Manager immediately. All media requests will be addressed through the Town Manager. Open Meeting or Information requests shall be handled by the Town Clerk or the Town Manager as necessary.

## **Social Media**

The Town respects employees' legal rights and recognizes that off-duty time is their own. However, employees should be mindful that social media activity, even off premises and off duty, may affect the Town's legitimate interests, including by disclosing confidential information or creating the impression that an employee speaks for the Town. Accordingly, social media activity is a legitimate focus of Town policy.

For purposes of this policy, "social media activity" includes internet posts and communications on social networking sites, blogs and online journals, bulletin boards, chat rooms and forums, microblogging platforms, and audio or video sharing sites. Social media activity also includes allowing, or failing to remove, posts by others when the employee controls the content, such as on a personal page or blog.

## **Scope of This Policy**

This policy applies:

- To all Town employees;
- To social media activity for business or personal purposes;
- To social media activity on or off duty, on or off the Town's premises, and using Town or personal electronic resources;
- To social media activity that relates to, reflects on, or may impact the Town's business, employees, customers, business partners, vendors, suppliers, or competitors; and
- Whether or not an employee identifies an affiliation with the Town, including anonymous or pseudonymous posts.

## **Time Off and Leaves of Absence**

### **Holidays**

The following are paid holidays for full-time employees:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day

- Juneteenth (Floating Holiday)
- Independence Day
- Labor Day
- Columbus Day
- Veterans day (Floating Holiday)
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

Regular full-time employees who work a typical Monday - Friday schedule, when holidays fall on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. For regular full-time employees with a work week other than Monday through Friday, the supervisor will designate the appropriate holiday observance. Only regular full-time employees shall receive paid holidays.

Hourly employees required to work on an observed holiday will be paid at a rate of one and one-half their hourly rate for the holiday.

### **Floating Holidays**

Juneteenth and Veteran's Day are floating holidays. The employee may use a floating holiday at any time during that calendar year.

The Town provides two floating holidays each calendar year. These floating holidays gives the employee flexibility to take time off for personal events and observances.

The employee's floating holiday allotment and pay are based on the employee's date of hire, employment status (full-time or part-time), and regular work hours.

The floating holidays may be used to observe cultural, civic, or religious occasions, or for any other personal reason that are not already designated as a Town holiday.

To use a floating holiday, the employee must request approval from the employee's supervisor or the Town Manager and provide as much advance notice as possible. The employee must record floating holiday time in accordance with Town policy.

An employee may accrue and hold a maximum of two floating holidays at a time. If the employee does not use the floating holidays during the year it is granted, the Town carries it over to the following year. The Town will not grant an additional floating holidays until the employee uses one or more of the previously granted floating holidays.

Floating holiday pay is calculated at the employee’s base rate of pay in effect when the employee takes the floating holiday. If employment ends, the Town pays any unused floating holidays in accordance with Town policy.

**Vacation**

**Earning Vacation**

Regular full-time employees accrue vacation leave at a monthly rate dependent upon the number of years of service completed.

<b>Years Employed</b>	<b>Accrual</b>	<b>Cap</b>
Date of Hire – 1 year	4 hours monthly	48 hours
More than 1 year and including 3 years	6 hours monthly	144 hours
More than 3 years and including 5 years	8 hours monthly	192 hours
More than 5 years and including 10 years	10 hours monthly	240 hours
More than 10 years and including 20 years	14 hours monthly	336 hours
More than 20 years	16.75 hours monthly	402 hours

Regular full-time employees shall accrue vacation time monthly, proportionate to their hire date. Employees who begin employment between the 1st and the 15th of the month shall accrue four hours of leave; employees who begin employment on or after the 16th of the month shall accrue two hours of vacation leave for that month; an employee who terminates on or after the 16th shall accrue four hours of vacation leave for that month. No employee shall be allowed to use vacation leave until they have completed six (6) consecutive months of service with the Town of Lake City. However, annual leave accrues during the six-month introductory period.

**Taking Time Off**

The Town strongly encourages all employees to use their accrued vacation. Regular time away from work promotes well-being, supports work-life balance, and contributes

to a healthier, more productive workforce. Employees should feel empowered to take advantage of the time they have earned, whether for vacation, personal needs, or rest.

**The following guidelines apply when requesting and scheduling vacation:**

- Advance Planning. Employees should submit vacation requests by submitting the Authorization for Absence form to their supervisor or the Town Manager as far in advance as possible to allow adequate time for scheduling and coverage arrangements.
- Approval Follow-Up. If an employee has not received timely approval, they should follow up directly with their supervisor or the Town Manager.
- Calendar Updates. Once approved, employees must add the scheduled vacation to the Town calendar.
- Unplanned Absences. In the event of an unexpected absence, the employee should notify their supervisor or the Town Manager as soon as reasonably possible.
- Consecutive Time Off. Employees may take up to two weeks of vacation consecutively. More than two weeks of consecutive vacation may be granted in special circumstances if approved by both their immediate supervisor and the Town Manager.
- Minimum Increment. Employees may use vacation in increments as small as one hour.

Vacation does not count toward overtime calculations. Vacation does not accrue during unpaid leaves of absence or other periods of inactive service. The Town reserves the right, at its sole discretion and in accordance with applicable law, to deny any vacation request or to require employees to use accrued vacation, including during periods of furlough.

**Accrual Cap and Pay-out Option**

Once an employee reaches the maximum accrual cap, vacation accrual pauses until the employee either uses accrued time or elects a pay-out. The Town encourages employees to take time off whenever possible; however, the Town recognizes that a pay-out may be the preferred option in certain circumstances.

**The following provisions govern vacation Pay-out:**

- Pay-out Timing. Employees may elect a vacation pay-out only at the end of the calendar year, payable in the first paycheck in January.

- Minimum Balance Requirement. Employees must retain a minimum of 40 hours in their vacation bank following any pay-out to ensure time off remains available for future use.
- No Retroactive Credit. The Town does not provide retroactive accrual credit for any period during which vacation accrual was paused due to the employee reaching the cap. Employees are encouraged to monitor their vacation balances regularly to avoid missed accrual opportunities.

### **Negative Vacation Balances**

Employees must accrue vacation before using it; the Town does not permit negative vacation balances or vacation advances.

### **Separation**

Upon separation from employment for any reason, the departing employee receives payment of all accrued but unused vacation on the final paycheck.

### **Paid Sick and Safe Leave (PSSL) and Public Health Emergency Leave (PHEL) (Accrual Method)**

The Town provides eligible employees with paid sick and safe leave (PSSL) and public health emergency leave (PHEL) as required by Colorado's Healthy Families and Workplaces Act (HFWA).

### **Eligibility**

Colorado employees accrue PSSL. During a declared public health emergency, eligible employees may also receive supplemental PHEL as described below.

### **PSSL Accrual and Use**

- Eligible employees begin accruing PSSL on the date of hire.
- For part-time and seasonal employees, PSSL accrues at 1 hour for every 30 hours worked, up to 48 hours per (the "benefit year").
- For regular full-time employees, PSSL accrues at 8 hours per month for each full month of service up to a total of 360 hours or 45 working days. Leave does not accrue during an extended leave of absence.
- Regular full-time employees shall accrue sick time monthly, proportionate to their hire date. Employees who begin employment between the 1st and the 15th of the month shall accrue four hours of sick leave; employees who begin employment on or after the 16th of the month shall accrue two hours of sick

leave for that month; an employee who terminates on or after the 16th shall accrue four hours of sick leave for that month.

- The Town allows use as accrued. The Town may verify hours after the month worked and adjust accruals if needed; the Town will provide written notice of any adjustment.
- PSSL may be taken in increments of 30 minutes.
- Part-time and seasonal employees may use up to 48 hours of PSSL in a benefit year.
- Full-time employees may use up to 360 hours of PSSL in a benefit year.
- Misuse of leave may result in discipline.

### **Permitted Uses of PSSL**

Eligible employees may use PSSL for any HFWA-covered reason, including:

- The employee's mental or physical illness, injury, or health condition.
- Care for a family member with a mental or physical illness, injury, or health condition.
- Medical diagnosis, care, treatment, or preventive care for the employee or a family member.
- Grief-related needs after the death of a family member (funeral/memorial, and related financial/legal matters).
- Needs related to domestic abuse, sexual assault, or harassment for the employee or a family member (medical care, victim services, counseling, relocation, and legal services).
- Care for a family member when a school or place of care closes due to inclement weather or unexpected utility loss (power, heat, water) or similar unexpected events.
- Evacuation from the employee's residence due to inclement weather or unexpected utility loss (power, heat, water) or similar unexpected events.
- When a public official orders closure of the employee's workplace, or the employee's child's school/place of care, due to a declared public health emergency.

Family members include immediate family (by blood, marriage, civil union, or adoption), individuals in loco parentis relationships as defined by HFWA, and individuals for whom the employee is responsible for providing or arranging health or safety-related care.

### **Requesting PSSL**

- The Town allows employees to request PSSL orally, in writing, or electronically.

- When foreseeable, employees provide advance notice and schedule leave when practicable to avoid undue disruption.
- Employees follow should contact their supervisor or the Town Manager when notice is required.
- The Town does not require employees to find a replacement worker.
- The Town does not count properly used PSSSL as an absence under attendance policies.

### **Documentation**

- For four (4) or more consecutive workdays of PSSSL, the Town may request reasonable documentation that leave qualifies under HFWA.
- If documentation is incomplete, the Town notifies the employee and allows at least seven (7) days to correct it.
- The Town does not require disclosure of private medical details or details of domestic abuse, sexual assault, or stalking.

### **Carryover**

- Part-time and seasonal employees may carry over up to 48 hours of accrued, unused PSSSL to the next benefit year; the overall cap remains 48 hours available/accrued per benefit year. Once a part time employee has 48 hours banked, additional PSSSL does not accrue until the balance drops below the cap.
- Full-time employees may carry over up to 360 hours of accrued, unused PSSSL to the next benefit year; the overall cap remains 360 hours available/accrued per benefit year. Once a full-time employee has 360 hours banked, additional PSSSL does not accrue until the balance drops below the cap.
- The Town does not pay out PSSSL in lieu of use.
- If an employee is rehired within sixth months, their accrued but unused sick time will be reinstated.

### **Donation of PSSSL**

- Employees may also voluntarily donate unused sick leave hours to another Town employee whose sick leave hours have been used, due to serious and/ or extenuating circumstances. The Town administrative office shall keep records of sick leave accumulation and use and coordinate the donation of unused sick leave between employees, in coordination with appropriate supervisory personnel.

## **Public Health Emergency Leave (PHEL)**

### **Definition of Public Health Emergency**

A public health emergency has the meaning set by HFWA and includes events such as bioterrorism, pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent, when an emergency or disaster emergency is declared by the appropriate federal, state, or local authority.

### **Amount of PHEL**

On the date a public health emergency is declared, eligible employees receive a one-time supplemental PHEL in addition to accrued PSSL:

- Employees who normally work 40 or more hours per week may take up to 80 hours of total paid leave for PHEL purposes.
- Employees who normally work fewer than 40 hours per week may take paid leave equal to the greater of:
  1. The amount the employee is scheduled to work (or take paid leave) in the 14 days after the request; or
  2. The amount the employee actually worked in the 14 days before the declaration or request (whichever is later).

During a public health emergency, the Town continues PSSL accrual. If an employee has accrued, unused PSSL available when a PHEL need arises, HFWA rules may require counting that PSSL toward the total available paid leave.

### **Permitted Uses of PHEL**

From declaration through four weeks after official termination or suspension of the emergency declaration, employees may use PHEL for HFWA-covered public health emergency reasons, including:

- Self-isolation and care for self or a family member diagnosed with, or experiencing symptoms of, the communicable illness.
- Seeking diagnosis, care, or treatment for symptoms for self or a family member.
- Preventive care for self or a family member related to communicable illness.
- Inability to work due to a health condition that increases susceptibility or risk.
- When the Town or a public health authority determines the employee's presence would jeopardize others due to exposure or symptoms.
- Care for a family member when a public health authority or the family member's employer determines the family member's presence would jeopardize others due to exposure or symptoms.

- Care for a child or family member when childcare is unavailable or a school/place of care closes due to the public health emergency (including remote instruction situations).

PHEL becomes available on the declaration date and remains available until four weeks after termination/suspension of the declaration. Employees receive the supplemental PHEL one time per public health emergency, even if the declaration is extended or amended.

### **Notice for PHEL**

When foreseeable and the workplace remains open, employees notify the Town as soon as practicable and follow the call-in procedure. Employees contact the Town Manager.

### **Rate of Pay**

The Town calculates pay for PSSL and PHEL in accordance with applicable law.

### **Employee Leave Balance Requests**

Upon request, the Town provides written or electronic documentation of available and used PSSL and/or PHEL for the benefit year. Employees may request this information once per month, plus an additional request when a need for PSSL or PHEL arises.

### **Other Leave Rights**

The Town may provide other leave under federal, state, or local law. Where allowed, leave under this policy may run concurrently with other applicable leave. Employees contact the Town Manager with questions about leave rights.

### **Confidentiality**

The Town keeps confidential any health or safety information of an employee or family member and only discloses it as permitted by law or with the employee's written permission.

### **Separation and Rehire**

The Town does not pay out accrued/unused PSSL or available PHEL upon separation. If an employee is rehired within six months, the Town reinstates previously accrued but unused PSSL as required by law.

### **Anti-Retaliation**

Employees have the right to request and use PSSL and PHEL consistent with HFWA. The Town prohibits discrimination or retaliation against any employee who uses or

requests leave under this policy, files a complaint, participates in an investigation or proceeding, informs others of potential rights, or otherwise exercises rights under HFWA.

### **Colorado Family and Medical Leave Insurance (FAMLI)**

As a local governmental entity, the Town has opted out of the Colorado Family and Medical Leave Insurance ("FAMLI") program. Employees may, at their own cost, elect to enroll themselves in the FAMLI program in accordance with applicable regulations and requirements. Because the Town has opted out of FAMLI, the use of FAMLI leave may not be job protected leave unless other job protected leave simultaneously applies to the leave. FAMLI leave will run concurrently with or other allowable leave to the extent allowed by law. As required by applicable portions of FAMLI, an employee will not be required to use or exhaust any unused vacation, HFWA leave, or other paid time off prior to or while taking FAMLI leave or receiving FAMLI benefits.

#### **Key Details on Opted-Out Local Government Employees:**

- **No Job Protection:** If the employer opts out, you do not get the job protection component of FAMLI, even if you pay in.
- **Voluntary Coverage:** Employees can individually register for FAMLI through [My FAMLI+ Employer](#) to receive benefits, paying a premium.
- **Waiting Period:** Voluntary participants must pay premiums for at least one quarter before benefits are available.
- **3-Year Commitment:** If you opt in, you are generally committed to the program for three years.

### **Unpaid Leave of Absence**

All leave time must be authorized in advance and in writing by the employee's supervisor prior to being taken whenever possible. Written requests for leave that cannot be completed in advance shall be filled out and turned in upon the employee's return to work. A copy of the request signed by the employee and supervisor will be filed in the employee's personnel file.

The Town reviews unpaid personal leave requests case by case. The Town may approve up to six (6) months of unpaid leave, at the Town's discretion.

When reviewing a request, the Town considers the reason for leave, coverage needs, the employee's work history, length of employment, and performance. The employee submits the request to the employee's supervisor or the Town Manager.

During this leave without pay, the employee who is employed full-time may elect to continue health insurance coverage with full premiums paid for by the employee. If unpaid leave lasts 184 days or more, benefits typically end in accordance with the applicable plan documents. The Town intends to return the employee to the former position or a similar position when possible; however, the Town cannot guarantee reinstatement due to operational needs.

The employee confirms the return date at least two (2) weeks before returning. If additional time is needed, the employee requests an extension as soon as possible. If the employee does not return as scheduled and does not request an extension or provide a valid reason, the Town treats the absence as a voluntary resignation effective the original return date.

#### Additional Provision of the Leave:

- A request for leave of absence shall be submitted in writing to the Town Manager stating the reason for the request at least fifteen (15) working days prior to the date the leave would begin.
- Unpaid Leave of Absence is not job protected.
- Paid leave shall not be earned during leave without pay.
- A leave without pay shall not constitute a break in service.
- A leave of absence without pay shall not be granted for an employee to work for another employer in a similar capacity, or for self-employment.

The Town supports employee needs with understanding and flexibility. Employees with questions contact the employee's supervisor or the Town Manager.

#### **Military**

Employees will be allowed leave of absence for military duty in compliance with applicable Federal and State laws. Employees must present official documentation of the military duty prior to the leave and upon returning from leave. Military leave for nonexempt employees is without pay, unless the employee elects to use accrued vacation benefits. Exempt employees will be paid their salary, unless no work is performed for the Town during the workweek, and subject to reduction for wages received from the Military for the same period.

## **Jury Duty**

The Town encourages employees to fulfill civic responsibilities by responding to jury service summonses or subpoenas, attending court for prospective jury service, or serving as a juror. The Town does not deprive any employee of employment benefits, or terminate, threaten, harass, or coerce any employee, because the employee requests or takes leave under this policy.

During the first three (3) days of jury service, the Town pays an employee their regular compensation up to \$50 per day, unless the Town agrees otherwise. This includes part-time, casual, and temporary employees when the employee's work hours can be determined by a schedule, custom, or practice established during the three-month period before jury service. Any additional time off under this policy is unpaid, except exempt employees do not incur any reduction in pay for a partial week absence due to jury duty.

An employee seeking compensation for jury duty leave provides a juror service certificate from the court as soon as practical. The Town pays the employee in accordance with this policy within 30 days after receiving the service certificate.

An employee provides their supervisor notice of any jury summons or subpoena within a reasonable time after receipt and before the required court appearance.

## **Time off to Vote**

The Town encourages employees to fulfill civic responsibilities and vote in all public elections. Most work schedules provide sufficient time to vote before or after working hours.

An employee who has less than three (3) consecutive hours outside of work while the polls are open may take up to two (2) hours off to vote without loss of pay. Upon request, a supervisor schedules this leave at the beginning or end of the employee's shift; otherwise, the Town specifies when the employee takes the leave.

An employee provides notice of the need for time off before Election Day.

## **Political Activity**

It is the right of every employee to register and vote on any and all political issues. Employees are permitted to join political organizations, civic associations or groups and to become involved in political activities subject to the following:

As private citizens, employees may participate in all political activities, including holding public office, except for activities involving the election of candidates for any Town office and where holding an appointive or elective public office is incompatible with the employee's Town employment.

Any employee of the Town who becomes a candidate for elective office shall be required to accept an unpaid leave of absence while seeking that office if it interferes with the normal functions of the employee's duties.

Any Town employee who becomes a candidate for an elected office with the Town of Lake City shall accept an immediate unpaid leave of absence until the election is concluded. Any employee elected or appointed to the Town Board of Trustees shall immediately resign from employment with the Town of Lake City.

Town employees are not permitted to mail public endorsements of a candidate for a Town elective office or to make cash or non-cash contributions to such a candidate. Public endorsements also include wearing badges, buttons, or signs on their person or Town property during on-duty/business hours.

The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any Town employee. Town employees are neither appointed to nor retained in the Town's service on the basis of their political affiliations or activities.

## **Emergency Leave**

Regular full-time employees will be granted three (3) days of emergency leave with pay in the event of a death or serious illness or accident of a Family Member. Regular part-time employees will be granted emergency leave in proportion to the number of hours worked weekly.

Immediate family for the purpose of emergency leave is defined as: spouse, partner, parent, parent-in-law, guardian, grandparent, grandchildren, children, brother, sister, son/daughter-in law, brother/sister-in-law. Other relationships may be considered and approved by the employee's immediate supervisor. If additional time is needed, time

taken will be charged to sick or vacation leave as available. Temporary and seasonal employees may be given time off without pay in cases of emergency.

### **Other Leaves of Absence**

Employees may qualify for additional leave options, including Civil Air Patrol Leave, Qualified Volunteer Leave, Qualified Volunteer Emergency Responder Leave, and Volunteer Firefighter Leave. Employees should contact their supervisor or the Town Manager for eligibility details and how to request these leave options.

### **Pay Practices**

#### **Payment of Wages**

All employees are paid on a biweekly basis with the pay week beginning on Sunday and ending on Saturday. Pay increases are decided (merit based on employee performance evaluations and/or cost of living adjustments) by the Board of Trustees as part of the annual budget process and are effective in January or provided based on completion of a significant job event.

The Town Clerk's Office issues payroll checks. Supervisors must submit employee time records and verify the accuracy of time worked and approved leave. Employees must report any paycheck issues to the Town Clerk immediately. The Town pays employees biweekly.

#### **Work Schedules**

Work Schedules vary by department. Employees should contact their supervisor or the Town Manager for questions regarding their work schedules.

#### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, the Town may schedule employees to work overtime.

Nonexempt employees will be paid one and one-half (1.5) times their regular rate of pay for all hours worked, over 40 in a workweek, and as otherwise required by applicable state and federal law. Paid time off (such as sick pay, holiday pay, vacation pay, and jury duty pay, where applicable) does not count as hours worked for purposes of calculating overtime.

All overtime must be authorized in advance by the employee's supervisor. Working overtime without prior authorization may result in disciplinary action.

Exempt employees are expected to work the hours necessary to complete their job responsibilities; exempt employees do not receive overtime or additional compensation.

### **On Call Process and Procedures**

The Town provides additional compensation to nonexempt employees assigned to on-call duty to ensure qualified employees are available to address significant issues outside regular business hours.

### **Regular Business Hours**

Monday through Friday, 7:00 a.m. to 4:00 p.m. The Town may assign on-call duty outside these hours, including weekends and holidays, based on operational needs.

### **Assignment Requirements**

Employees assigned to on-call duty must:

- Carry a Town-issued mobile phone or designated communication device.
- Maintain professional conduct consistent with Town policies.
- Respond within the timeframe designated by the Town.

### **On-Call Time and Pay**

- Non-compensable on-call time is not hours worked when employees can freely leave their location, use the time for personal purposes, and remain reachable without restrictions that materially limit personal activities.
- Compensable on-call time is hours worked when Town requirements restrict an employee's time so significantly that it cannot be effectively used for personal purposes (for example, tight response windows, geographic limits, substantial activity restrictions, frequent interruptions, or required check-ins/monitoring).  
The Town makes determinations consistent with Colorado and federal law.

### **Stipend (Non-compensable time only)**

Employees assigned to non-compensable on-call duty on weekends or holidays receive \$40.00 per day, whether contacted or not. The stipend does not offset wages for hours worked and does not count as hours worked for overtime.

### **Call-In and Work Performed**

All time spent performing work during on-call duty (by phone or in person) is hours worked and is paid at the regular or overtime rate as required by law. If the Town requires reporting to a Town facility, the Town pays a minimum of one (1) hour.

### **Overtime**

The Town counts on-call work hours toward overtime under Colorado law, including work over 40 hours in a workweek, over 12 hours in a workday, or over 12 consecutive hours worked.

### **Administration**

The Town administers this policy consistent with applicable wage and hour laws and may modify expectations or compensation practices as needs or legal requirements change. Employees with questions should contact their supervisor or the Town Manager.

### **Driving for Business**

#### **Use of Town Owned Vehicles**

Town owned vehicles are for official Town business only. Vehicles should not be used for personal business. Safety devices shall be used at all times in accordance with Colorado State Motor Vehicle Law. Employees operating Town vehicles must have a valid driver's license in their possession during operation of the vehicle. If an employee has a crash with the vehicle, the employee should notify the law enforcement agency and their supervisor immediately and shall not leave the scene unless otherwise instructed to do so or based on safety or conditions.

#### **Use of Private Vehicles for Town Business**

If an employee is required to use a personal vehicle in the performance of official duties for the Town, they may receive a mileage rate as established annually by the Internal Revenue Service. Expenses for mileage must be submitted to and approved by the employee's department head and the Town Manager.

The Town reserves the right to annually review the driving record of all employees.

### **Travel and Other Expenses**

Employees, Board of Trustees and Commission members traveling or that incur other expenses appropriate for their position on Town business, shall be reimbursed upon presenting proper documentation to the Town Clerk. Some travel and expenses require

prior approval for reimbursement. Travel shall be approved by the immediate supervisor.

## **Employee Benefits**

### **Benefits Overview**

Only Regular Full-time Employees are eligible to receive insurance, vacation, sick leave, and paid holiday benefits. All employees are eligible to receive worker's compensation, sick leave, unemployment insurance, and retirement benefits. The following benefits may be provided by the Town as passed by the Board of Trustees as part of the Town budget process, annually:

### **Medical/Dental Insurance**

The Town of Lake City contributes to premium costs for full-time employee medical/dental insurance coverage, but not premiums for dependents of employees. Detailed information is furnished in a separate booklet, available from the Town Clerk.

### **Life Insurance**

All regular full-time employees working for the Town of Lake City have a group insurance policy with an insurance carrier licensed to do business in the State of Colorado. This policy includes term life insurance for each full-time employee.

Benefits are paid through the State of Colorado. The extent of benefits is determined on the circumstances of the termination and length of employment.

### **Retirement Plan**

The Town of Lake City provides a retirement plan for employees through the Public Employees' Retirement Association (PERA). The Town deducts the PERA-required employee contribution from gross wages and contributes the additional employer amount required by PERA to the employee's PERA account. Employees can request additional details from the Town Office.

## **Safety and Security**

### **Anti- Violence**

The Town of Lake City is committed to providing and maintaining a workplace environment free of intimidation, violence, or threatening behavior. The Town will not tolerate acts of violence committed by or against Town employees or member of the public while on Town property or while performing Town business at other locations.

Prohibited behaviors and actions include, but are not limited to, intimidating, threatening or hostile behaviors or comments, physical abuse, violent criminal actions, unauthorized use or possession of deadly weapons or explosives on Town property, threatening or harassing telephone calls, emails or other forms of electronic communication and social media, stalking, cyber stalking, bizarre or offensive comments about violent behavior, or any other behavior which, in management's opinion, is inappropriate in the workplace.

Employees who feel subjected to any of the behavior described above, who observe or have knowledge of any violation of this policy, or who encounter suspicious persons on Town property should immediately notify their supervisor or the Town Manager. Employees who believe that workplace violence is so imminent and dangerous that it requires an immediate response should contact law enforcement immediately and then report the incident to their supervisor.

Employees who engage in behavior that violates this policy are subject to disciplinary action up to and including termination. Visitors to Town property who engage in behavior that violates this policy may be removed and/or prohibited from facilities, vehicles, or property owned by the Town. Any employee who fails to report actions under this policy will also be deemed in violation and may be subject to disciplinary action including termination. Employees may also be subject to legal action.

### **Weapons in the Workplace**

The Town strictly prohibits employees and any other person providing services to the Town, or present on Town premises, from possessing weapons in the workplace. The workplace includes any property the Town owns or leases, or any location occupied by Town employees or persons providing services to the Town. Unless prohibited by state or local law, the workplace also includes Town parking areas and Town vehicles.

Employees may not transport or store weapons in vehicles the Town owns or leases and that the employee uses for work, unless the employee must transport or store a weapon as part of the employee's job duties and has written permission from the Town Manager. This policy prohibits concealed weapons and weapons carried openly.

Prohibited weapons include guns, rifles, and firearms of any type (including those possessed under a legal permit). Prohibited weapons also include, but are not limited to, knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal

knuckles, and similar devices designed or intended to inflict serious bodily injury or lethal force.

### **Workers' Compensation**

When work-related accidents, injuries, or illnesses occur, employees may be eligible for workers' compensation insurance benefits. The Town provides workers' compensation insurance at no cost to employees, in accordance with applicable state law. This program covers most work-related injuries or illnesses that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation provides benefits or, if the employee is hospitalized, immediate treatment.

The Town may require an employee to receive treatment from a treating physician selected from a list designated by the Town. Failure to use a physician on the list may result in loss of medical benefits. The employee contacts the Town Clerk to arrange an appointment with a designated treating physician.

### **Reporting a Work-Related Injury or Illness**

An employee who sustains a work-related injury or illness informs the employee's supervisor immediately. Employees report all on-the-job injuries promptly, even if the injury appears minor, so the employee can qualify for coverage if eligible. The employee completes an incident/accident report and submits it to the Town office immediately (blank forms are available in the office).

The Town may require alcohol and drug testing if the employee's actions or omissions could have caused the accident that led to injury. Failure to report the injury and to timely submit to required testing may result in disciplinary action, up to and including discharge.

If an employee is injured on the job, the employee provides written notice of the injury to the Town within four working days after the accident, pursuant to C.R.S. § 8-43-102(1). The employee delivers the notice to the employee's supervisor or the Town Manager.

### **Leaves of Absence and Accommodation**

An employee who needs time off due to a workers' compensation injury or illness may also be eligible for leave under the Town's leave of absence policies or for reasonable accommodation, as applicable. Employees contact the Town Manager for additional information.

**Return to Work**

An employee returning to work after a workers' compensation-related leave provides a health care provider's certification confirming the employee's ability to return to work.

A treating physician may recommend that an injured employee return to work on limited duty. The Town may require the employee to return to work within the medical restrictions, even if the duties differ from the employee's regular duties, unless the employee is entitled to FAML leave or any other protected leave. An employee's refusal of limited duty may result in termination of temporary disability benefits.

**Fraud**

The Town notifies the workers' compensation insurance carrier if the Town has reason to believe an employee provided false or misleading information in connection with a claim or filed a fraudulent claim. Workers' compensation fraud is a crime and may result in disciplinary action, up to and including termination of employment.

**Smoke-Free Workplace**

The Town prohibits smoking marijuana anywhere on Town premises.

The Town prohibits smoking in the workplace and within 25 feet of any workplace entrance. Smoking includes the use of electronic smoking devices (for example, e-cigarettes and vaping). Employees who smoke do so only outside Town facilities, in locations where smoke does not enter the workplace, and only during scheduled work breaks.

An employee who observes someone smoking in violation of this policy may object and report the violation to the employee's supervisor or the Town Manager. The Town does not discipline or retaliate against an employee for reporting smoking that violates Colorado law or this policy.

**Substance Abuse**

The Town of Lake City is committed to providing a safe, drug and alcohol, free workplace for all employees and the public. The illegal use, presence, possession, distribution, dispensation, manufacture or sale of controlled substances or other legal, illegal or illicit substances, or consumption of an alcoholic beverage by an employee during working hours or on call for the Town or on Town property or within Town

facilities is prohibited. No employee shall report for duty or remain on duty while having a blood alcohol content of greater than 0.00.

Should an employee be involved in a work-related crash or incident that results in personal or property damage, the Town may require that the employee submit to an alcohol or controlled substance test. No employee shall refuse such a test that includes, but is not limited to, providing a specimen. Tampering with a specimen, failing to appear for testing within 20 minutes of notification, leaving the scene of an accident, leaving the collection facility prior to test completion, failing to take a second test if required, failing to undergo a medical examination when required, failing to cooperate with any part of the testing process, or, once a test is underway, failing to remain and provide the requested specimen, will be deemed a violation of the personnel policy and grounds for termination.

An employee who refuses to take or fails a drug or alcohol test shall be removed from performing job duties immediately. An employee may be given an opportunity to retain his or her employment provided the employee agrees to be evaluated through an appropriate program and provider as provided by the Town, agrees to and participates in rehabilitative programming and provides clearance from a provider and a negative test result. All costs associated with an evaluation and rehabilitation program are the responsibility of the employee. Additional disciplinary action up to and including termination may result should a violation of the substance abuse policy occur. A second violation would be immediate grounds for dismissal. Employees shall notify their immediate supervisor of a drug or alcohol violation with legal implications as soon as feasibly possible.

### **Gifts**

Town employees do not solicit or accept, directly or indirectly, any gift of substantial value that:

- Would tend to improperly influence a reasonable person in their position to depart from the faithful and impartial discharge of their public duties; or
- The employee knows, or a reasonable person in their position should know under the circumstances, is primarily intended to reward them for official action they have taken.

An occasional non-monetary gift of insignificant value is not considered a gift of substantial value.

## **Inclement Weather/ Office Closing**

The Town may delay opening, close, or close early when hazardous or severe weather makes travel or working conditions unsafe. The Town notifies employees of closures or delays as soon as practicable.

When the Town closes early due to hazardous or severe weather:

- Nonexempt employees are paid for all hours worked, consistent with applicable federal and state law. For time not worked and not otherwise compensable, nonexempt employees may use available paid time off, if applicable.
- Exempt employees who report to work and are sent home early receive pay for a normal workday, consistent with applicable law.

When the Town remains open but an employee cannot report to work due to hazardous or severe weather, the employee notifies the employee's supervisor or the Town Manager as soon as possible. Employees use accrued paid time off for time missed when the Town remains open, if applicable. If no sick or vacation time is available, nonexempt employees are paid only for time worked, and exempt employees are not paid for full-day absences, consistent with applicable law.

## **Leaving the Town**

### Separation of Employment

- Voluntary Resignation - employees who choose to leave Town employment are expected to give their supervisor two weeks written notice of the intent to resign in good standing. Shorter notice may be acceptable if there are extenuating circumstances.
- Release from Temporary or Seasonal Employment - when temporary or seasonal employment is terminated, the employee's record will show that the employee left because of provisional employment expiration unless the employee leaves employment under different conditions.
- Job Abandonment - any employee who fails to call in or report to work for four (4) consecutive days, unless covered by sick leave, injury leave, planned vacation leave or other absence approved in advance, will be released from Town. Extenuating circumstances will be reviewed and may result in reinstatement only if the employee can prove inability to contact their supervisor or the administrative offices of the Town.

- Terminations - the Town Manager shall report to the Board of Trustees any non-voluntary termination of a non-introductory employee.

### **Unemployment Insurance**

The Town pays, through the State of Colorado, unemployment insurance for qualifying employee's protection should their employment with the Town of Lake City terminate.

### **Return of the Town's Property**

An employee who terminates employment for any reason returns all Town property in their possession to the employee's supervisor. When allowed by law, and in accordance with applicable law, the Town may withhold from the employee's paycheck the cost of any items that are not returned when required. No information belonging to the Town may be copied for the employee's use. We may also take all action deemed appropriate to recover or protect the Town's property. The employee remains responsible for any repayment obligations for education or other expenses under any reimbursement agreement with the Town.

### **Verification of Employment**

All requests for references must be directed to the Town Manager. No other person or department is authorized to release references for current or former employees. Our policy concerning references for employees is to disclose only the dates of employment and the title of the last position held. If an employee authorizes disclosure in writing, we will also provide a prospective employer with information on the amount of the salary or wage last earned.

### **Exit Interviews**

Before leaving the Town, an employee may be asked to participate in a voluntary exit interview.

The exit interview provides closure to the employee's employment and allows the Town to address administrative matters, answer questions about continuation of benefits, and receive the employee's comments or ideas for improving Town operations.

**Employee Handbook Acknowledgement and Receipt**

I acknowledge that I have received and read the Town of Lake City’s Employee Handbook. I understand the terms, conditions, and obligations of employment, and that I am encouraged to report violations or concerns. I agree to follow all policies and understand my employment is at-will unless changed in writing by authorized Town representatives. The Town may revise the handbook at any time in writing. Nothing in the handbook prevents me from reporting concerns or communicating with government authorities as allowed by law. I acknowledge my rights under state and federal law, including the National Labor Relations Act. I have received and understand the Town’s Equal Employment Opportunity and Harassment Policies and agree to comply. If I experience or witness discrimination, harassment, or retaliation, I will report it as outlined in Town policy.

I have read and understand the above statements.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed by Employee

[TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE]