

KREMMLING SANITATION DISTRICT

RESOLUTION 2026-03-01

RESOLUTION ADOPTING EMPLOYEE HANDBOOK

WHEREAS, the Kremmling Sanitation District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, located in the County of Grand, Colorado, and is a duly organized and existing special district pursuant to C.R.S. § 32-1-101 *et seq.*

WHEREAS, the Board of Directors (the “Board”) has the management, control, and supervision of all the business and affairs of the District, pursuant to C.R.S. § 32-1-1001(1)(h).

WHEREAS, the Board may appoint, hire, and retain agents, employees, engineers, and attorneys pursuant to C.R.S. § 32-1-1001(1)(j).

WHEREAS, the Board may appoint, exercise all rights and powers necessary or incidental to or implied from the specific powers granted to special districts pursuant to C.R.S. § 32-1-1001(1)(n).

WHEREAS, the District presently employs various employees to provide the services of the District and desires to clarify its employment practices through the promulgation of an updated employee handbook, which will provide the compilation of employment-related policy and establish the general terms and conditions of employment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kremmling Sanitation District as follows:

1. Employee Handbook. Exhibit A, attached hereto and incorporated by this reference, is adopted as the District’s Employee Handbook.
2. Repeal of Prior Inconsistent Policy. Any prior policy inconsistent herewith is repealed effective immediately.
3. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.
4. Effective Date. This Resolution shall take effect immediately upon adoption.

ADOPTED by the Board this 9th day of March 2026.

KREMMLING SANITATION DISTRICT

By: *Noble Underbrink*
Noble Underbrink (Mar 16, 2026 09:48:19 MDT)

Noble Underbrink
President

ATTEST:

Alan Hassler
Alan Hassler (Mar 17, 2026 13:38:32 MDT)

Alan N. Hassler
Secretary

Exhibit A
Employee Handbook

KREMMLING SANITATION DISTRICT

Employee Handbook

2026

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1. Introduction

1.1. Introduction

This Employee Handbook (Handbook) is a compilation of personnel policies, practices, and procedures currently in effect at the Kremmling Sanitation District (District). The Handbook is designed to introduce employees to the District, familiarize employees with District policies, provide guidelines on work rules and benefits, establish the terms and conditions of employment with the District, and help answer many of the questions that may arise in connection with an employee's employment with the District.

The purpose of the Handbook is to provide employees with an explanation of the District's policies and practices, and it establishes the expectations of employees and the processes of the District as an employer. This Handbook is an overview; it cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the District Manager.

1.2. Code of Ethics

The District is committed to conducting business with transparency, integrity, and respect. This Code of Ethics outlines the principles to guide employees' professional behavior and decisions. All employees, regardless of role or seniority, are expected to uphold these principles.

The District expects all employees to act with honesty and integrity in all matters by communicating truthfully and respectfully, not engaging in fraud, deception, or misrepresentation, and honoring commitments and taking responsibility for their actions. Employees are expected to treat others with dignity, fairness, and respect.

The District values diversity and will not tolerate discrimination or harassment. Additionally, the District promotes a workplace free of bullying, intimidation, or unfair treatment, and respects different opinions and constructive feedback. All employees are expected to follow all applicable federal, state, and local laws and regulations as well as the District's internal policies, rules, and procedures. Employees should report any suspected violations promptly and in good faith to the District Manager.

The District and its employees protect sensitive information. Employees are expected to keep personal and customer information secure and confidential. Employees should only access or share information as required for their job responsibilities.

Employees must avoid situations where personal interests could conflict with the District's interests. Employees are expected to disclose any potential or actual

conflicts of interest, refrain from using their position for personal gain, and not accept gifts or favors that could influence their decisions.

At the District, all employees contribute to a safe, healthy and productive workplace. All employees must follow all health and safety protocols, report hazards, injuries or unsafe conditions immediately, and refrain from engaging in or tolerating violence, threats, or substance abuse.

Employees are accountable for their behavior and actions. The District encourages a culture of openness and ethical responsibility. Employees should report misconduct or unethical behavior to the District Manager, cooperate with investigations and maintain confidentiality during the process.

Employees are expected to use District assets responsibly. Employees must use resources, time and equipment for legitimate business purposes. Employees should also protect company property from misuse, loss or theft.

By working at the Kremmling Sanitation District, employees agree to uphold this Code of Ethics and contribute to a positive, ethical and respectful workplace. Violations of this Code of Ethics may result in disciplinary action, up to and including termination.

1.3. Revisions to Handbook

The District is committed to maintaining an up-to-date Handbook that reflects current laws, best practices and District policies. Because of evolving business needs and legal requirements, the District reserves the right to modify, revise or eliminate any policy, procedure or provision in the Handbook at any time and for any reason. The District will notify employees of any significant revisions to the Handbook promptly and make a revised version of the Handbook available to all employees. This Handbook supersedes all previously issued handbooks and employment policies.

2. Anti-discrimination and Harassment

2.1. Discrimination Is Prohibited

The District is an equal opportunity employer and makes all employment decisions without regard to race (including hair texture, hair type or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros and headwraps), religion, color, sex (including pregnancy, sexual orientation, gender expression and gender identity), national origin, disability, age, ancestry, creed, genetic information, marital status or any other status protected under applicable federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. The District seek to comply with all applicable federal, state and local laws related to

discrimination and harassment, and will not tolerate interference with the ability of any of the District's employees to perform their job duties.

Harassment is defined as:

2.1.1.1. Unwelcome conduct or communication.

2.1.1.2. Directed at an individual because of their membership, or perceived membership in a protected class.

2.1.1.3. The conduct or communication is subjectively offensive and is objectively offensive to a reasonable individual in the same protected class.

The District makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If an employee believes that an employment decision has been made that does not conform with management's commitment to equal opportunity, the employee should promptly bring the matter to the attention of their immediate supervisor, or the District Manager. The employee's complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

2.2. Equal Pay

Subject to limited exceptions, the District pays female and male employees equally for work within the same establishment, on jobs that:

2.2.1. Require equal skill, effort, education, experience and responsibility.

2.2.2. Are performed under similar working conditions.

In general, substantially similar work is determined by evaluating the skill level, effort, responsibility and performance under similar working conditions.

As permitted under Colorado law, the District may pay different wages to employees of opposite sexes when the wages are based on:

2.2.3. A seniority system

2.2.4. A merit system

2.2.5. A system that measures earnings by quantity or quality of production

2.2.6. The geographic location where the work is performed

2.2.7. Education, training, or experience to the extent that they are reasonably related to the work in question

2.2.8. Travel, if the travel is a regular and necessary condition of the work performed

2.3. Promotions

Before making a promotion decision, the District will announce, post or otherwise make known, all opportunities for promotion to all employees on the same calendar day.

For every posted job opening, the District will disclose the salary or wage rate or range, along with a general description of all the benefits and other compensation that will be offered to the hired applicant. The District will not rely on an applicant's salary history to determine whether to offer employment or what salary to offer.

3. Employer-sponsored Meetings Discussing Religious or Political Matters

The District values a diverse and inclusive workplace where employees feel respected and free from undue influence. This policy outlines guidelines regarding employer-sponsored meetings that involve discussions of religious or political matters to ensure a professional, respectful, and inclusive environment.

Employer-sponsored meetings and events are intended to focus on work-related topics, professional development or District business. Discussions involving religious or political matters are generally discouraged to maintain a neutral and inclusive environment. The District will not discharge, discipline, penalize or otherwise discriminate against employees who refuse to attend meetings or listen to communications in which the primary purpose is to communicate the District's opinions on religious or political matters.

For purposes of this policy, "political matters" means matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulation, and the decision to join or support any political party or political, civic, community, fraternal or labor organization. "Religious matters" means matters relating to religious belief, affiliation and practice, and the decision to join or support any religious organization or association.

Employees with questions about this policy or who wish to report concerns are encouraged to contact the District Manager.

4. Religious Accommodation

The District is committed to fostering an inclusive workplace that respects the diverse religious beliefs and practices of all employees. To this end, the District complies with all applicable federal, state and local laws that prohibit discrimination based on religion. The District will reasonably accommodate an employee's sincerely held religious beliefs and practices if the accommodations would resolve a conflict between the employee's religious belief or practice and a work requirement unless doing so would create an undue hardship on the District. Employees are entitled to request reasonable accommodations for religious beliefs, practices or observances. Examples of reasonable accommodations include, but are not limited to, flexible scheduling, voluntary shift substitutions, breaks for prayer, dress code modifications or time off for religious holidays.

Employees who need an accommodation because of their religious beliefs or practices should notify their direct supervisor or the District Manager as soon as possible. Requests may be made verbally or in writing, but the District encourages employees to provide written notice of the need for a religious accommodation. The request should include a description of the proposed accommodation, the reason the accommodation is needed and how the accommodation will resolve the conflict between the employee's religious beliefs or practices and their work requirements. Upon receiving a request, the employees direct supervisor, the District Manager and the employee will engage in an interactive dialogue to understand the nature of the accommodation requested and explore possible solutions. Accommodations will be granted unless they impose an undue hardship on the District. An undue hardship refers to substantially increased costs in relation to the conduct of the District's particular business.

All information related to religious accommodation requests will be treated confidentially and shared only on a need-to-know basis. The District will not discriminate or retaliate against an employee who requests a religious accommodation or leave for religious reasons under this policy.

For questions or to submit a request for a religious accommodation, please contact the District Manager.

5. Supervisors' Responsibilities

Supervisors play a critical role in supporting the District's mission, fostering a positive work environment and ensuring compliance with the District's policies and applicable federal, state and local laws and regulations. This policy outlines the roles, responsibilities and expectations of all supervisors within the District. This policy applies to all employees in supervisory roles.

The responsibilities of supervisors include understanding and fairly administering the District's policies, establishing clear work standards and expectations and providing

an inclusive environment that fosters open communication regarding work-related issues. Supervisors are expected to oversee their employees' performance by managing and evaluating work, providing regular feedback, encouraging teamwork and collaboration, recognizing satisfactory work product, addressing unsatisfactory performance and providing opportunities for professional growth and development. All supervisors must conduct performance evaluations in a timely and constructive manner, identify and address performance issues and support employee development and training opportunities. Supervisors are also expected to maintain open, honest and respectful communication with employees; ensure employees are informed about policies, procedures and organizational updates; and facilitate regular team meetings and one-on-one check-ins.

The District expects supervisors to model ethical behavior and integrity. Supervisors should avoid favoritism or engaging in behavior that may be perceived as harassing or discriminatory. Supervisors may not require employees to work on their personal or nonprofessional affairs or to perform personal services, except where inherent in the nature of the position and defined in the position description.

Supervisors are encouraged to address work-related concerns and complaints informally with those involved as early as possible. When supervisors learn of employee concerns or complaints, they should attempt to address them in a respectful, responsive and timely manner. Retaliation against anyone for raising a complaint or participating in the District's complaint resolution procedure, whether as a witness or otherwise, is strictly prohibited.

If a supervisor is informed of an allegation that an employee violated the District's policies against sexual harassment, sexual misconduct or discrimination or harassment based on a protected status, the supervisor must promptly notify the District Manager. This obligation to notify applies even if the employee does not report to that supervisor. Additionally, if a supervisor is informed of any allegations that violate other policies not involving protected status, the supervisor should also report them to the District Manager.

Supervisors will be held accountable to fulfill these responsibilities. Failure to meet expectations may result in corrective action, up to and including reassignment or termination.

6. Workplace Harassment

The District is committed to maintaining a work environment that is free from harassment and retaliation for participating in any protected activity covered by this policy. In keeping with this commitment, the District has adopted a "zero tolerance" policy with regard to workplace harassment. This policy applies to all District applicants and employees and extends to conduct that takes place at any work-related setting, including events away from District's premises, such as during business trips or employer-sponsored events.

6.1. Sexual Harassment

The District strictly prohibits and will not tolerate harassment on the basis of an individual's sex or gender (including gender identity, gender expression, sexual orientation, status as a transgender or transsexual individual, and pregnancy, childbirth and related medical conditions). Sexual harassment is prohibited by federal, state and local laws. Sexual harassment means any harassment based on an individual's sex or gender. It includes conduct of a sexualized nature (such as and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature), as well as conduct that is not sexual in nature (such as offensive remarks about an individual's sex or gender), when such conduct:

- 6.1.1. Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's employment.
- 6.1.2. Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual.

The conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexually harassing conduct may include, but is not limited to:

- 6.1.3. Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- 6.1.4. Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- 6.1.5. Visual: Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- 6.1.6. Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- 6.1.7. Textual/Electronic: "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/online posting, blogs, instant messages and social network websites like Facebook and X (formerly Twitter)).

This list is illustrative and not exhaustive. The District will not tolerate any form of sexual harassment.

6.2. Other Forms of Harassment

The District also prohibits and will not tolerate any other form of workplace harassment. Harassment is prohibited by federal, state and local laws and is defined as unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or a group of individuals because of that individual's or group's actual or perceived race (including traits commonly or historically associated with race, including hair texture, hair type and protective hairstyles), color, religion, creed, sex (including gender identity, gender expression, sexual orientation, and pregnancy, childbirth and related medical conditions), marital status, national origin, ancestry, age (40 or older), disability, genetic information, or any other characteristic protected under applicable federal, state or local law. Harassment becomes unlawful where:

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

Harassing conduct may include, but is not limited to:

- 6.2.4. Verbal: Epithets, derogatory statements, jokes or slurs.
- 6.2.5. Non-Verbal: Displaying offensive posters, cartoons or drawings or making derogatory gestures.
- 6.2.6. Physical: Assault or inappropriate physical touch or contact.
- 6.2.7. Textual/Electronic: The use of offensive or derogatory language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line posting, blogs instant messages and social network websites like Facebook and X (formerly Twitter)).

6.3. Reporting Harassment

Any employee who believes they have been subjected to, or witnesses, harassing conduct is encouraged to notify their supervisor, the District Manager or the Board of Directors. The District will promptly and thoroughly investigate all claims of harassment and take prompt corrective action, if appropriate.

Supervisors have an obligation to report allegations of harassment from subordinate employees and any incidents of harassing conduct that they witness so that an investigation can be made and appropriate corrective action can be taken.

6.4. Investigations

The District Manager, or designee, will promptly, thoroughly, and impartially investigate any allegations of harassment or retaliation. The identity of any individual who submits a complaint, a witness who provides information regarding a complaint and the target of the complaint will be kept confidential to the extent possible, consistent with a thorough and impartial investigation. Further, any information gathered as part of an investigation will be kept confidential to the extent possible, consistent with a thorough and impartial investigation.

Employees who are found to have violated any provision of this policy will be subject to appropriate corrective and/or disciplinary measures, up to and including termination of employment.

6.5. Prohibition on Retaliation

The District strictly prohibits retaliation against any employee or applicant who, in good faith, reports harassment, provides information related to such complaints or cooperates in related investigations. Employees found to have engaged in retaliatory conduct or behavior will be subject to timely and appropriate corrective and/or disciplinary action, up to and including termination of employment.

If an employee believes that they or someone else has been subjected to conduct that violates the District's retaliation policy, they should report it immediately to their supervisor or the District Manager.

7. Harassment Training

The District is committed to maintaining a work environment that is free from harassment and discrimination. As part of this commitment, the District requires all employees to participate in regular harassment prevention training. This policy outlines the training requirements and expectations for all employees and supervisors.

This policy applies to all employees, including full-time, part-time, seasonal and temporary employees as well as interns.

The District requires all new employees to undergo harassment training, which includes training on discrimination and sexual harassment, within the first ninety (90) days of their employment with the District and at least once every year thereafter.

Harassment training may be delivered in person, by a live webinar or through an interactive online course. All training must be documented and completed using approved materials that meet applicable legal standards. Upon completion of training, employees may be required to acknowledge their understanding and receipt of the training. Training completion records will be maintained by the District Manager.

Any employee who fails to comply with this policy may be subject to disciplinary action, up to and including termination of employment.

8. Pay Practices and Working Hours

8.1. Attendance and Punctuality

Absenteeism and tardiness place a burden on both the District and staff. The District expects that every employee will be regular and punctual in attendance. This means employees must be in at work and prepared to fulfill their duties at their designated start time each day.

The District recognizes that illness or other circumstances beyond an employee's control may cause the employee to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action. Excessive absenteeism or frequent tardiness puts an unnecessary strain on co-workers and can have a negative impact on the success of the District.

Employees who are unable to work due to illness or an accident must promptly notify their immediate supervisor. Whenever an employee knows in advance that they are going to be absent, the employee should notify their immediate supervisor as far in advance of the absence as possible. If the employee's absence is unexpected, the employee should contact their immediate supervisor as soon as possible, but in no event later than one hour before the employee is due at work. In the event the employee's immediate supervisor is unavailable, the employee must contact the District Manager. Leaving a message with another staff member or on voicemail does not constitute an acceptable notification of absence under this policy. If an employee does not report to work and the District is not notified of the employee's status, it will be assumed after two consecutive days of absence that the employee has abandoned their employment and voluntarily resigned.

When an employee must be absent during the workday, the employee must schedule their absence to have the smallest impact possible on the District's operations. If an employee becomes ill at work or must leave work for some other reason before the end of the workday, the employee must inform their immediate supervisor of the situation before leaving.

The District may apply unused paid time off or sick time for an unauthorized absence when permitted under applicable federal, state, or local law.

8.2. Direct Deposit

All employees will be paid by direct deposit, where their paycheck will be deposited directly into their bank account. Employees must provide their banking information to the District to enroll in direct deposit within thirty (30) days of employment and must report all changes to accounts at a financial institution that may impact the District's ability to deposit the employee's paycheck to the District within thirty (30) days.

8.3. Discussion of Wages

In compliance with state law and labor regulations, the District does not prohibit employees from inquiring about, disclosing, comparing or otherwise discussing their wages. Additionally, the District will not discharge, discipline, discriminate against, coerce, intimidate, threaten or interfere with any employee because the employee inquired about, disclosed, compared or otherwise discussed their wages.

8.4. Holiday Pay

All employees are entitled to the following paid holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day.

If a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. Employees wishing to take religious holidays that do not coincide with the District's paid holidays may substitute a religious holiday for one of those listed above, with advance approval from their immediate supervisor. Employees will be paid for their regularly scheduled hours that correspond to the holiday.

For the purposes of ensuring the regular business of the District is undertaken, employees will be assigned weekend duty to correspond with each holiday. The employee assigned weekend duty shall adhere to the provisions of this Handbook as they relate to weekend duty and shall be paid for weekend duty in addition to holiday.

8.5. Hours of Work

The normal work week shall begin at 12:01 am on Mondays and end on the following Sunday at 11:59 pm. The work week shall consist of forty (40) hours; either as five (5) consecutive eight (8) hour days or four (4) consecutive ten (10) hour days, as determined by the employee's supervisor. Except in cases of

emergency, employees shall be scheduled to work with regular starting and quitting times. Work schedules shall provide for rest periods and lunch breaks.

Except for emergency situations, work schedules shall not be changed unless employees are informed at least five (5) calendar days in advance of the change.

With the exception of the on-call employee, a minimum of four (4) hours compensation shall be guaranteed any time an employee is called upon to work on a non-working day.

Employees in seasonal or part-time positions shall be scheduled in accordance with the needs of the District, not to exceed the annual budgeted amount for the employee. Employees less than eighteen (18) years of age, unless they are a high school graduate or possess a high school equivalent degree, may not work more than eight (8) hours per day or forty (40) hours per week, unless there is an emergency.

8.6. Weekend Duty

All employees will be assigned on a rotating basis to weekend duty, which shall consist of checking the operation of the treatment plant and lift stations and completing daily regulatory reports. The employee then must remain on call, able to respond to the emergency following notification.

The employee on weekend duty shall receive seventy-five dollars (\$75) per day for each day on duty. During weekend duty, the employee must maintain access to their cell phone and answer all calls from the District.

In the event of an emergency or based on the needs of the District, a weekend duty shift may be converted to an overtime shift with a minimum payment of two (2) hours.

Daily monitoring is required regardless of holiday. On District holidays, an employee will be assigned to conduct daily monitoring and provide on-call availability in the same manner as any weekend.

8.7. Meal and Rest Breaks

The District provides employees who work shifts exceeding five (5) consecutive hours with at least an uninterrupted thirty (30) minute meal period at least one hour after the start and one hour before the end of the shift (to the extent practical). Employees will be relieved of all duties and will be free to leave the employment premises while on break. Employees will not be paid for uninterrupted, thirty (30) minute breaks. However, shorter breaks provided by the District will be compensated.

When business activity or other circumstances make an uninterrupted meal period impractical, employees may consume an on-duty meal while performing duties and will be fully compensated for the on-duty meal period without any loss of time.

The District shall provide employees with at least one (1) uninterrupted ten (10) minute paid rest period for each four (4) hours of work (or major fraction thereof). Employees will be relieved of all duties while on break.

8.8. Inclement Weather

The District is open for business during normal business hours unless there is a government-declared state of emergency or unless employees are advised otherwise by their supervisor. There may be times when the District will delay opening, and on rare occasions, the District may have to close early or unexpectedly. Please use common sense and best judgment when traveling to work in inclement weather.

In the event that the District's facilities are closed by the District or the government, employees will be paid for the day. If the District's facilities are open and employees are delayed getting to work or cannot get to work at all because of inclement weather, the employee will be paid for the time that they would have otherwise been at work but were delayed by no fault of their own. Employees should always use their judgment about their safety when traveling to work.

When severe weather develops or is anticipated to develop during the day and a decision is made by the District to close before the scheduled end of the business day, employees will be compensated as if they had worked to the end of their regularly scheduled hours for that day. If an employee elects to leave before the time the District closes, the employee will be required to use accrued paid time off in an amount equal to the number of hours between the time the employee left and the time the District closed.

8.9. Overtime Pay

The District may periodically require employees to work overtime. If the District requires that an employee work overtime, the District will give the employee as much advance notice as possible. However, no employees are authorized to work overtime hours without prior written approval from their immediate supervisor. Failure to work overtime when requested or working unauthorized overtime may result in discipline.

The District compensates employees at one and one-half (1 ½) times their regular rate of pay for any overtime hours worked. The District will use whichever overtime calculation method below results in the greatest payment of wages. Overtime hours are hours worked in excess of Forty (40) hours in a

workweek, twelve (12) hours in a workday, or twelve (12) consecutive hours, regardless of the starting and ending time of the workday.

In calculating when twelve (12) consecutive hours are worked for purposes of overtime hours, legally compliant meal periods may be subtracted. An employee's regular rate of pay is the hourly rate they actually receive for a standard, non-overtime workweek.

8.10. Payroll Practices

Employees are paid Bi-weekly. Employees will be paid every other Friday. When a payroll date falls on a holiday, employees will be paid on the last business day before the holiday. Each pay period shall start on a Monday and conclude on the second Sunday following the start of the pay period, such that two working weeks are included in each pay period.

Employees should review their paychecks for accuracy. If an employee discovers an issue, report it to accounting immediately.

8.11. Salary Deductions and Withholding

The District is required to make certain deductions from employees' pay each pay period. The District will withhold the following from an employee's paycheck:

8.11.1. Taxes

Federal, state and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

8.11.2. Insurance

Employee contribution to health insurance or other insurance premiums for any eligible family members or to other contributory benefit programs.

8.11.3. Other Deductions

Deductions required under law or by court order for wage garnishments.

Additionally, the District may make deductions for employees for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. Employees may also authorize certain voluntary deductions from their paychecks where permissible under applicable law.

All pay deductions are itemized and presented to employees with their paychecks. The District will not make deductions or withholdings from employee wages that are prohibited by federal, state or local law.

Employees should review their paychecks regularly for potential errors and immediately report any discrepancies to the District Manager. If

employees have any questions about deductions or withholdings from their paycheck, they should contact the District Manager.

8.12. Telecommuting

The District offers employees the opportunity to work from home or at another location (Telecommuting). Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. Not all jobs are suitable for telecommuting. Eligibility and suitability will be determined by the employee's supervisor.

The District may discontinue the availability of telecommuting as a flexible work arrangement for employees at any time. The District will make every effort to provide employees with thirty (30) days' notice of such a change to accommodate commuting, childcare and other issues that may arise from such a change. However, there may be instances where the District cannot provide such notice.

While telecommuting, employees must maintain their designated work schedule. Employees are also expected to establish an appropriate work environment within their home for work purposes, including maintaining a reliable internet connection. Employees must remain accessible and available for communication with others while telecommuting and maintain expected levels of productivity. Additionally, employees must ensure the integrity of the District's intellectual property, including using approved hardware and software to connect to the District's network and working in an environment that maintains confidentiality when necessary.

Injuries an employee sustains while working at their telecommuting location and in conjunction with their regular work duties are generally covered by the District's workers' compensation policy. Telecommuting employees are responsible for notifying the District of such injuries in accordance with the District's workers' compensation procedures.

8.13. Tracking Time

The District requires all employees to track their time by maintaining a timesheet with their hours of work. Timesheets are made contemporaneously with the work completed and must honestly and accurately report time worked by an employee. Timesheets are to be completed on paper or electronically in a form and format determined by the District. Supervisors must approve all timesheets prior to submission to accounting. Timesheets must be submitted to accounting on the Monday following the Sunday that concludes a pay period.

Falsifying time records is grounds for immediate disciplinary action, up to and including termination. Clocking out and continuing to work is considered a false time record, resulting in disciplinary action. Additionally, repeated errors,

requesting time record edits that do not accurately represent hours worked, and working beyond approved overtime limits is not actually being performed and may result in disciplinary action.

Employees should notify the District Manager of any pay discrepancies, unrecorded or inaccurately recorded work hours.

8.14. Cost of Living Adjustment

Employees are entitled to an annual cost-of-living adjustment in their hourly pay rate. Such adjustment may be made only once each year and will take effect during the first full pay period of the year.

The cost-of-living adjustment shall be a uniform percentage applied equally to all employees and shall be calculated based on the greater of: (i) three percent (3%); or (ii) by the percentage amount of annual change in the Consumer Price Index for All Urban Consumers for Denver, Boulder, and Greeley, Colorado, as published in February of each calendar year by the U.S. Department of Labor Bureau of Labor Statistics, Washington D.C., or a comparable successor index agreed to by the Parties; provided however, the compensation shall not exceed a maximum of five percent (5%) in any year.

9. Employee Benefits

9.1. Workers' Compensation Insurance

The District provides workers' compensation insurance, a type injury insurance that compensates an employee for lost wages, medical expenses and permanent impairment that results from an injury arising out of or in the course of work. This insurance is governed by state law and regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

Employees must report any work-related injury or disease immediately (or as soon as practicable) to their supervisor and the District Manager. This ensures that the District can help the employee obtain appropriate medical treatment and that the necessary paperwork can be completed in a timely manner. Please note that under state laws, employees who fail to report work-related injuries in a timely manner may see a reduction or denial of their workers' compensation benefits.

If an employee can return to work after an injury or illness for which they were receiving workers' compensation benefits, the employee must provide documentation from their medical provider that either outlines any work-related restrictions or verifies that the employee is able to complete all job-related tasks. If an employee can return to work under restrictions, the District will make every

reasonable effort to accommodate the employee's work ability and job responsibilities. When the medical provider removes all work restrictions, the employee is expected to perform their regular duties and will no longer receive workers' compensation benefits.

If an employee's workplace injury or illness qualifies as a serious health condition under the federal Family and Medical Leave Act (FMLA), the employee may take workers' compensation and FMLA leave concurrently.

Employees should direct any questions regarding workers' compensation insurance to the District Manager.

9.2. Health Insurance

The District offers group health insurance benefits to all full-time employees, at no cost to the employee, and at twenty percent (20%) of the cost of the employees' eligible spouses and dependents. Details regarding the health insurance benefits offered by the District are contained in the Summary Plan Description (SPD). Employees may obtain a copy of the SPD from the District Manager. Full-time employees are eligible for benefits after thirty (30) days of service to the District.

Full-time employees (those working at least forty (40) hours per week) may participate in the various insurance programs offered by the District. Employees who elect coverage offered by the District must complete all necessary enrollment forms.

Employees have the option of waiving these benefits. If an employee declines to participate in these benefit programs on their initial eligibility date, the employee may request entry into the plan during the Open Enrollment or Special Enrollment period. However, an employee may not have to wait until the Open Enrollment or Special Enrollment period if there is a change in the election event for an applicable benefit. Some common changes in election events include changes in employment status, divorce, and marriage. In these circumstances, the election change must be on account of and consistent with the change in election event, as described in the SPD.

As a result of termination, a reduction in work hours or if an employee goes on military leave or takes another extended leave of absence, the employee may be eligible to continue their health benefits under federal or state law. In such an event, the District will provide the employee with information about their rights to continue their benefits coverage.

Employees are urged to consult the SPD for details of the plan benefits. The plan document controls the payment of any benefits.

Enrollment in group insurance is voluntary. There will be no increase in wages if an employee waives coverage. Employees should contact the District Manager for more information.

9.3. Dental Insurance

The District offers a dental plan to full-time employees at no cost to the employee, and at twenty percent (20%) of the cost of the employees' eligible spouses and dependents. Please refer to the SPD for an explanation of the dental plan benefits and limitations.

9.4. Vision Insurance

The District offers a vision plan to full-time employees at no cost to the employee, and at twenty percent (20%) of the cost of the employees' eligible spouses and dependents. Please refer to the SPD for an explanation of the vision plan benefits and limitations.

9.5. Health Care Flexible Spending Account

The District offers a health care Flexible Spending Account (FSA) that eligible employees can use to pay for certain out-of-pocket health care costs. Please refer to the health care FSA SPD for an explanation of benefits and limitations.

9.6. Life Insurance

The District provides basic life insurance benefits to all employees after the plan's required waiting period. Eligible employees are automatically enrolled in a group term life insurance plan after thirty (30) days of employment. The District pays the premiums for this plan.

Employees must designate a beneficiary or beneficiaries when enrolling in the life insurance plan. Employees may designate or change the beneficiary for this policy at any time. Beneficiaries can be updated at any time by submitting a new beneficiary designation form to the District's insurance provider.

Upon separation from employment, employees may have the option to convert their group life insurance coverage to an individual policy or continue coverage through a portability option, subject to the terms of the insurance provider. Employees are responsible for initiating this process and paying any associated costs.

For details about these benefits, please refer to the plan's SPD.

9.7. Employee Assistance Program

The District supports the social and emotional health of its employees. All employees (regardless of classification) are eligible for participation in the District's Employer Assistance Program (EAP). The EAP can help you reduce stress, improve mental health, and make life easier by connecting you to the right information, resources, and referrals. All services are free, confidential, and

available to employees and their family members. This includes access to short-term counseling and a wide range of services, such as:

- 9.7.1. Mental Health Sessions - Manage stress, anxiety, and depression, resolve conflict, improve relationships, and address any personal issues. Choose from in-person sessions, video counseling, or telephonic counseling.
- 9.7.2. Life Coaching - Reach personal and professional goals, manage life transitions, overcome obstacles, strengthen relationships, and build balance.
- 9.7.3. Financial Consultation - Build financial wellness related to budgeting, buying a home, paying off debt, managing taxes, preventing identity theft, and saving for retirement or tuition.
- 9.7.4. Legal Consultation - Receive referrals for personal legal matters, including estate planning, wills, real estate, divorce, custody and more.
- 9.7.5. Work-Life Resources and Referrals - Obtain information and referrals when seeking childcare, adoption, special needs support, eldercare, housing, transportation, education, and pet care.
- 9.7.6. Personal Assistant - Save time with referrals for travel and entertainment, seeking professional services, cleaning services, home food delivery, and managing everyday tasks.

10. Time Off and Leave

10.1. Bereavement Leave

Employees will receive up to five (5) days of paid time off in the event of the death of a member of their immediate family. Immediate family includes spouses, domestic partners, children, parents, parents-in-law, grandparents, brothers or sisters, and brothers-in-law or sisters-in-law.

Employees should notify their supervisor of the need to use bereavement leave. Within a reasonable period, an employee taking leave under this policy may be required to provide verification of the need for leave, such as an obituary.

10.2. Break Time for Nursing Mothers

The District accommodates mothers who wish to express breast milk during the workday when separated from their newborn child. For up to one year after the child's birth, nursing employees will be provided with unpaid, reasonable break time to express breast milk as needed during the workday. Nursing mothers returning from maternity leave should speak with their managers

regarding their needs. Managers will work with employees to develop a reasonable break schedule that accounts for the employee's needs, which may vary from day to day, and creates the least amount of disruption to the District's operations. In addition to breaks provided under this policy to express breast milk, nursing employees may use normal break and lunch periods to accommodate additional nursing needs.

The District will provide a place for nursing employees to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public.

Employees will not be discharged or in any other manner discriminated against for exercising their rights under this policy. Employees should contact the District Manager if they have any questions or concerns regarding this policy.

10.3. Jury Duty

The District encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury if summoned. The District asks that employees provide a copy of the summons notice when they receive it, so the District may plan for absences.

Colorado law permits small employers to obtain a postponement of state and local jury duty for their employees in certain circumstances. Employees who have received a jury duty summons should contact the District Manager for information about whether a postponement applies.

All employees will receive their regular compensation from the District during jury duty leave. Jury duty can last from a portion of a single day to several months or more. The District asks that while serving on jury duty, employees keep their supervisors apprised of their status.

10.4. Witness Leave

The District allows employees who are called to appear as witnesses in response to a subpoena, including at a deposition or hearing, or attend court as prospective witnesses to take paid leave from work. Employees must notify the District by the end of the first business day after receiving a subpoena. Employees will be paid for their time appearing as witnesses. The District will not discharge, threaten or coerce any employee for receiving or responding to a witness summons, serving as a witness or attending court as a prospective witness.

10.5. Voting

The District encourages all employees to vote. To that end, the District complies with all state election laws with respect to providing employees time off to vote. The District will allow employees reasonable time off to vote. Time off to vote is paid and does not count against an employee's accrued paid time

off or sick time. Employees must coordinate their time off to vote with their supervisor.

10.6. Civil Air Patrol Leave

The District provides all employees with up to fifteen (15) days per calendar year of unpaid, job-protected leave to respond to emergency operational missions of the Colorado Wing of the Civil Air Patrol. Employees must provide notice of leave to the District as far in advance as possible of the intended dates upon which their Civil Air Patrol leave will begin and end.

The District will not require an employee to exhaust all accrued vacation leave, personal leave, compensatory leave, sick leave, disability leave or any other leave that is available to the employee in order to take Civil Air Patrol leave. Requesting or taking Civil Air Patrol leave will not affect the employee's rights to vacation, sick leave, bonus, advancement, or other employment benefits or advantages relating to the employee's employment with the District.

Employees are required to return to work as soon as practicable after being relieved from service for the civil air patrol mission. At the conclusion of an employee's authorized Civil Air Patrol leave, the District will restore the employee to the position held when the leave began or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

10.7. Military Service Leave

The District provides unpaid military service leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), to enable them to fulfill their obligations as service members. Questions regarding the District's military service leave policy should be directed to the District Manager.

10.7.1. Leave for Military Service

An employee who performs service in the uniformed services may be granted leaves of absence for the purpose of participating in military service. Under USERRA, "uniformed services" consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U.S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

Eligible employees will be granted leave as required to complete the military service, for up to five (5) years of cumulative uniformed service-related absences. Some special categories of military service are exempt from this five (5) year limit.

10.7.2. Leave for Annual Training

Employees who are members of the U.S. Army, Navy, Air Force, Marines, Coast Guard Reserves or the National Guard may be granted leaves of absence to participate in Reserve or National Guard training programs. Eligible employees will be granted the minimum amount of leave needed to meet their unit's minimum training requirements. Employees will not be required to use vacation time for military duty but may elect to do so.

10.7.3. Notice

Service members or an authorized military service officer must provide advance written or verbal notice to the District for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. Employees should provide notice as far in advance as is reasonable under the circumstances. In addition, employees may, but are not required to, use accrued time off (paid or unpaid) while performing military duty.

10.7.4. Benefits During Leave

During a period of military service, employees will be treated as if they were on a furlough or leave of absence. Consequently, they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence. If an employee's health plan coverage would terminate because of an absence due to military service, they may elect to continue the health plan coverage for up to twenty-four (24) months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter. Employees choosing to do so may be required to pay up to one hundred two percent (102%) of the full premium for the coverage. However, if the military service is for thirty (30) or fewer days, employees cannot be required to pay more than the normal employee share of any premium.

10.7.5. Reemployment After Leave

Employees may be eligible for reemployment after their military service leave. An employee desiring to return to work must report to work or apply for reemployment as follows:

- 10.7.5.1. If the employee's military service was for less than thirty-one (31) days, they must report to work on the first regularly scheduled workday, which is at least eight (8) hours after they return home from military service.
- 10.7.5.2. If the employee's military service was for thirty-one (31) to one hundred eighty (180) days, they must apply for reemployment within fourteen (14) days following completion of military service.

10.7.5.3. If the employee's military service was for more than one hundred eighty (180) days, they must apply for reemployment within ninety (90) days following completion of military service.

10.7.5.4. If the employee suffered a service-connected injury or illness and they are hospitalized or convalescing, they have up to two (2) years following completion of military service to return to their jobs or apply for reemployment, depending on the length of recovery time required.

If a returning employee is unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need an accommodation for specific circumstances beyond their control, they should contact the District Manager as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to the District's rules about unexcused absences.

The District is not required to reemploy individuals who are not eligible for reemployment under applicable federal, state or local law.

The District will make reasonable efforts, such as training or retraining, to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. However, certain exceptions apply and service members may be placed in an alternative reemployment position if they cannot qualify for the escalator position.

10.7.6. Seniority Rights After Reemployment

Employees eligible for reemployment will be reemployed with the same seniority that they would have attained if they had not taken military service leave. This includes pay and benefits that accrue or are determined based on length of service.

10.8. Vacation

The District provides vacation time off to give employees greater flexibility to meet their personal needs. Full-time employees will accrue vacation days each year to use however they want. The amount of vacation earned will depend on the employee's length of service with the District. The District may require employees to use any accrued vacation during unpaid family and medical leave, or any other leave of absence, subject to applicable laws and regulations.

Please note that this policy does not replace the District's holiday schedule, and employees will continue to have designated paid holidays each year in accordance with this section.

10.8.1. Eligibility & Accrual

Full-time employees begin accruing vacation when they first begin work for the District. Employees may use their vacation at any time after their first day of employment.

Full-time employees earn vacation time off as follows:

<u>Time of Service</u>	<u>Hours accrued per pay period</u>
0 - 2 Years	3.077 hours (80 hours per year)
2 - 4 Years	4.615 hours (120 hours per year)
4 - 6 Years	6.154 hours (160 hours per year)
6+ Years	8 hours per year for each additional year of service

Part-time, seasonal, and temporary employees are not eligible for vacation time off.

10.8.2. Accrued Vacation Carryover and Cashout

Employees may generally carry over vacation from one year to the next. No less than once each year, an employee may cash out their accrued vacation. Employees must maintain a minimum of forty (40) hours of vacation prior to cash-out. The employee will be paid at their normal hourly rate for each hour of vacation cashed out. In lieu of direct payment, the employee may contribute all cash-out vacation time to their applicable retirement savings account.

10.8.3. Payout on Separation

Any accrued unused vacation time shall be paid to the employee upon their separation from employment.

10.9. Paid Sick Leave

The District provides all employees with paid sick leave pursuant to the Colorado Healthy Families and Workplaces Act (HFWA). To the extent the District's policies pertaining to other types of paid leave differ from this policy, the policy providing the greater benefit to employees will govern.

10.9.1. Eligibility

All employees performing labor or services for the District are eligible for leave, including part-time and temporary employees.

10.9.2. Accrual

Beginning at the start of employment, employees will accrue five one-hundredths (0.05) hour of sick leave for each hour worked. There is no maximum sick leave accrual.

10.9.3. Leave Usage

Employees may use paid sick leave as it is accrued. Paid sick leave can be used for the following reasons:

- 10.9.3.1. The employee's own mental or physical illness, injury, or health condition that prevents them from working.
- 10.9.3.2. To obtain either preventive medical care (including a vaccination), or medical diagnosis, care or treatment of any mental or physical illness, injury or health condition.
- 10.9.3.3. To obtain medical attention, mental health care or other counseling, legal or other victim services, or relocation when the employee or their family members are the victims of domestic abuse, sexual assault or criminal harassment.
- 10.9.3.4. To care for a family member who has a mental or physical illness, injury or health condition, or who needs to obtain preventive medical care or medical diagnosis, care or treatment of any mental or physical illness, injury or health condition.
- 10.9.3.5. To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of an employee's family member.
- 10.9.3.6. Due to inclement weather, loss of power, heating or water, or other unexpected occurrence or event, where an employee must either evacuate their residence or care for a family member whose school or place of care was closed.
- 10.9.3.7. Due to a public health emergency, where a public official has ordered closure of the employee's place of business, or the school or place of care of the employee's child (and the employee needs to be absent from work to care for the child). In the event a public health emergency is declared, the District will supplement employees' accrued paid sick leave in accordance with state law.

Employees must generally use leave in hourly increments. Employees are not required to search for or find a replacement worker as a condition of using the paid leave available to them.

10.9.4. Notice

The District will provide paid sick leave upon the oral, written or electronic request of an employee. When possible, the request must include the expected duration of the sick leave absence.

When the use of paid sick leave is foreseeable, employees must make a good faith effort to provide advance notice of the need for paid sick leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the District's operations.

10.9.5. Compensation and Benefits

The District will compensate employees for paid sick leave at the same hourly rate or salary (excluding overtime, bonuses, or holiday pay) and with the same benefits, including health care benefits, that they normally earn during regular work hours.

10.9.6. Payout on Separation

Employees will not be paid for their accrued, unused paid sick leave upon separation of employment. Employees who separate from employment and get rehired by the District within six (6) months will be able to reinstate their previously accrued and unused sick leave.

10.9.7. Employee Protections

The District will not take retaliatory action or discriminate against an employee or former employee for exercising or attempting to exercise their paid sick leave rights, nor will it count use of sick leave in a way that will lead to discipline, discharge, demotion, suspension or any other retaliatory action.

10.10. Adoptive Parents Leave

The District allows employees who are adoptive parents to take leave for the adoption of a child under the same terms as leave provided to biological parents following the birth of a child. Any other benefits provided by the District will be available to both adoptive and biological parents on an equal basis. The District will not penalize an employee for exercising the rights provided under this policy.

Requests for additional leave due to the adoption of an ill child or a child with a disability will be considered on the same basis as comparable cases of complications accompanying the birth of such a child to an employee or employee's spouse.

This policy does not apply to an adoption by the spouse of a custodial parent or to a second-parent adoption.

10.11. Volunteer Firefighter Leave

Employees who are volunteer firefighters may take time off to respond to an emergency summons when the employee provided advanced written verification of their volunteer firefighter status from their fire chief, the emergency is within the response area of the employee's fire department, and The employee certifies their leave by providing a written statement from their

fire chief verifying the time, date and duration of the employee's response to the emergency.

For purposes of this policy, "volunteer firefighter" means a firefighter who provides services to a fire department in a municipality, county or district, does not receive compensation, and is not classified as an employee for purposes of the federal Fair Labor Standards Act.

Leave under this policy is unpaid and may not exceed fifteen (15) days per calendar year.

If an eligible employee who serves as a volunteer firefighter is called to respond to a disaster, the District's Volunteer Service in a Disaster Leave policy will apply to the employee's leave of absence.

10.12. Volunteer Service in a Disaster Leave

The District provides eligible employees with up to fifteen (15) days of unpaid leave per calendar year who are qualified volunteers called into service by volunteer organizations for a disaster. Employees are eligible for leave under this policy if the employee is a qualified volunteer, the employee is called into service by a volunteer organization for a disaster, the employee provides the District with proof of being a qualified volunteer, the employee is a non-temporary employee.

An employee will be considered a volunteer if the employee is a member of a volunteer organization that enters into a memorandum of understanding with a county sheriff, local government, local emergency planning committee or state agency, the volunteer organization is included on the qualified volunteer list created and maintained by the Colorado Department of Local Affairs, the employee is called to service through the volunteer organization under the authority of the county sheriff, local government, local emergency planning committee or state agency to volunteer in a disaster, and the employee receives the appropriate verification from the Colorado Department of Local Affairs that indicates the employee was called to service by a volunteer organization for the purpose of assisting in a disaster, verifies the employee reported for service and performed the activities required by the volunteer organization and includes the number of days of service that the employee provided.

Leave under this policy will be construed as a leave of absence and will not affect eligible employees' rights to vacation, sick leave, bonus, advancement or other employment benefits or advantages relating to and normally to be expected for the employee's employment.

After being relieved from emergency volunteer status, eligible employees must return to their employment with the District as soon as practicable. The District will restore the returning employee to the position they held prior to the leave of absence or to a similar position. The District is not required to provide leave to an otherwise eligible employee whose duties include assisting the District with its disaster recovery efforts.

11. Workplace Safety

11.1. Alcohol Consumption

The District is committed to providing a safe, productive and professional workplace for all employees. Consequently, the District maintains an alcohol-free workplace. While on the District's premises and conducting business-related activities, employees are prohibited from using, possessing, distributing, selling or being under the influence of alcohol. The District does not tolerate employees being under the influence of alcohol while at work. To that end, alcoholic beverages are not to be served in offices or work areas. Additionally, employees must refrain from consuming alcohol during their lunch hour, unless they attend a event preapproved by the District.

At times, the District may sponsor business or social events where alcohol may be served, including District outings, networking or industry events, business-related receptions and happy hours. Alcohol may only be served at District functions or events with the express permission of the District Manager. During such events, the District encourages all employees to maintain a level of professionalism when in the presence of alcohol and to avoid excessive alcohol consumption. If an employee chooses to consume alcohol at these events, the employee must do so responsibly and in moderation. Generally, employees should limit their intake to two alcoholic beverages at such events. All other District policies regarding acceptable conduct remain applicable to events on-site or off-site where alcohol may be present.

Violations of this policy may result in disciplinary action, up to and including termination. The District reserves the right to conduct alcohol testing if an employee is suspected of being under the influence of alcohol during working hours or if there is an incident involving safety.

Employees who may be struggling with alcohol dependency are encouraged to seek help. The District may offer support through the Employee Assistance Program (EAP) and referrals to counseling or rehabilitation services. The District will keep all requests for assistance confidential.

11.2. Drug-free Workspace

Substance misuse of any kind is inconsistent with the behavior expected of the District's employees, subjects all employees and visitors to the District's

facilities to unacceptable safety risks and undermines the District's ability to operate effectively and efficiently.

The District is committed to providing a safe, productive and professional workplace for all employees. Consequently, the District maintains a drug-free workplace. While on the District's premises and conducting business-related activities, employees are prohibited from using, possessing, distributing, selling or being under the influence of illegal drugs or other intoxicating substances. The District does not tolerate employees being under the influence of illegal drugs or other intoxicating substances while at work.

Employees are prohibited from, when reporting to work, while on the job, on District or customer premises or surrounding areas, or in any vehicle used for District business the unlawful use, possession, transportation, manufacture, sale, dispensation, or other distribution of an illegal or controlled substance or drug paraphernalia, or being under the influence of drugs or an intoxicating substance or having a detectable amount of illegal or controlled substance in blood or urine. Violations of this policy may result in disciplinary action, up to and including termination.

Employees convicted under any criminal drug statute for a violation occurring while on the job, on District or customer premises, or in any vehicle used for District business must notify the District no later than five (5) days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty. Disciplinary action will be taken for drug-related crimes, regardless of whether they happen during working hours or on an employee's own time, in accordance with applicable laws.

The District reserves the right to conduct drug testing if an employee is suspected of being under the influence of illegal drugs or other intoxicating substances during working hours or if there is an incident involving safety. Drug testing will be carried out in accordance with any applicable federal, state or local laws and regulations.

Employees who may be struggling with drug dependency are encouraged to seek help. The District offers support through its employee assistance program and referrals to counseling or rehabilitation services. The District will keep all requests for assistance confidential.

11.3. Drug and Alcohol Testing

The District is committed to protecting the safety and well-being of all employees in the workplace. The District recognizes that alcohol abuse and drug abuse pose a significant threat to the District's goals. The District has established a drug-free workplace policy that balances the District's respect for individuals with the need to maintain an alcohol- and drug-free environment.

Any individual who conducts business for the District or applies for a position with the District is covered by the District's drug-free workplace policy. The District's policy includes, but is not limited to, full-time employees, part-time employees, volunteers, contractors, interns, and applicants. The District's drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the District. Therefore, this policy applies during all working hours, whenever an individual is conducting business or representing the District, and while an individual is on call, on company property, operating District-provided vehicles and at company-sponsored events.

It is a violation of this policy to use, sell, possess, trade and/or offer to sell alcohol, illegal drugs or intoxicants. In accordance with the federal Drug-Free Workplace Act, individuals convicted of a criminal drug violation, including misdemeanors, occurring on company property or company time must notify the District within five calendar days of the conviction. This includes any findings of guilt, pleas of "no contest" and impositions of fines, jail sentences or other penalties. The District will take appropriate action within thirty (30) days of notification. Federal contracting agencies will be notified when appropriate. While the use of marijuana has been legalized under various state laws for medical and, in some instances, recreational use, it remains illegal under federal law, and its use in the workplace is strictly prohibited by this policy. However, the District will not take adverse actions or otherwise discriminate against an employee or applicant who is an authorized medical marijuana user based solely on that status.

11.3.1. Disciplinary Actions

Employees who test positive for drugs and/or alcohol, or who refuse to submit to testing, will be subject to disciplinary action(s), up to and including termination. Any employee who tests positive will be immediately removed from duty. No employee who tests positive for drugs and/or alcohol will be allowed to return to work until they have done the following:

11.3.1.1. Signed a rehabilitation agreement.

11.3.1.2. Successfully completed an assessment and/or treatment for drug and/or alcohol misuse.

11.3.1.3. Received certification from a qualified medical professional that they are free from drug and/or alcohol use.

11.3.1.4. Taken a drug and/or alcohol test, received negative test results, and consented to follow-up testing.

11.3.2. Testing

Employees are subject to drug and alcohol testing at any time, with or without notice. If there is suspicion that an employee is under the influence of drugs and/or alcohol while on District property or time, the employee will be required to take a drug and/or alcohol test. Employees will not be allowed to drive themselves to the testing facility. A member of management will escort the employee and make arrangements for the employee to be transported home. Reasonable suspicion will be based on observable instances or actions.

Every employee who is directly involved in, or whose actions contributed to, an incident resulting in injury or which could have resulted in injury on the job must submit to a drug and/or alcohol test as soon as possible after the incident occurs. Incidents include all Occupational Health and Safety Administration recordable incidents, actions, or omissions that result in near-miss incidents and accidents involving injury requiring first aid or off-site medical attention. Incidents also include property damage caused by human error.

Employees who have tested positive for drugs and/or alcohol, and employees who have attended drug and/or alcohol-related counseling, may not return to work until they have been evaluated by a medical professional in a substance abuse treatment facility and have successfully passed a drug and/or alcohol test. Employees who return to work will be subject to follow-up tests, all of which will be unannounced.

Each of the following actions constitutes a refusal to submit to testing:

- 11.3.2.1. Failure to provide an adequate urine, blood, breath or saliva specimen for a drug and/or alcohol test without a valid medical explanation.
- 11.3.2.2. Failure to be escorted to a testing facility.
- 11.3.2.3. Tampering with, adulterating, or diluting a specimen.
- 11.3.2.4. Refusing to complete any type of documentation or consent form at the testing facility.

The District will obtain an employee's written consent prior to testing and will pay for the costs of the test. Employees will be compensated at their regular rate of pay for the time spent submitting to a District-required drug or alcohol test. Employees do have the option to refuse to submit to drug and/or alcohol tests; however, doing so will constitute a violation of this policy, which subjects the employee to disciplinary action, up to and including termination.

11.3.3. Use of Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medication as legally prescribed by a licensed healthcare provider with prescriptive authority. If an employee is taking prescription medication with potential side effects that may infringe on the safety of the employee or others, the employee must notify the District. Failure to do so may result in disciplinary action, up to and including termination.

The District may contact the employee's healthcare provider to investigate whether it is necessary to impose restrictions on job duties as a result of the employee's use of prescription medication. If the District and the healthcare provider determine that the employee should be removed from performing their job duties, the District will notify the employee immediately.

11.3.4. Confidentiality

Results of all drug and alcohol tests will be kept separate from employee personnel files and treated as confidential information. No results, whether positive or negative, will be shared with anyone other than the employee's immediate supervisory and the District Manager, except when necessary for treatment or confirmation.

However, the District may disclose the results of a drug or alcohol test to decision-makers in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee.

11.4. Employee Assistance Program

The District knows that substance misuse problems affecting individual employees may also affect their job performance and personal lives. Although employees can usually resolve issues on their own, at times, they may benefit from additional assistance. The District offers a free and confidential counseling service to employees and their family members. This Employee Assistance Program (EAP) includes short-term counseling as well as referral services. This service is staffed by specialists qualified to assist with alcohol, drug, medical, marital, financial, legal, family and emotional problems.

The EAP is available to all employees but is not required except when job performance, attendance or job responsibilities are negatively affected. All employees are welcome to make use of these services to better their personal lives.

11.5. Reporting Injuries and Illnesses

The District is committed to establishing and maintaining a comfortable and safe working environment for all employees. Safety is often taken for granted in an office environment. Though generally, we may not be exposed to the same degree of risk as employees of a manufacturing firm or health care

facility, we must still recognize that safety risks are present and take steps to reduce the risk of injury or illness. Safety is everyone's responsibility. All work-related injuries and illnesses must be reported immediately to the District Manager, even if you are not sure whether they are truly work-related. Small, seemingly minor injuries left untreated can result in severe conditions. Report injuries and illnesses immediately so that we can investigate and incorporate corrective action to prevent more injuries. If you see any potential hazards that need attention, notify your supervisor immediately and take action to resolve the hazardous condition.

11.6. Smoking

The District is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. Therefore, to provide a safe and healthy working environment for all employees, smoking or tobacco use is strictly prohibited in all areas of the District's premises, including public areas, conference rooms, cafeterias, break areas, patios, stairwells and restrooms, District vehicles or within twenty (20) feet of any building entrance, window or ventilation system. For purposes of this policy, smoking is defined as the use of cigarettes, electronic cigarettes, cigars or pipes of any kind.

Smoking is permitted only in designated outdoor areas. Employees must dispose of any waste in the trash receptacles provided by the District. Employees smoking in designated outdoor areas should be considerate of their colleagues and members of the public. Additionally, employees who smoke or use tobacco must observe the same guidelines as non-smokers for the frequency and length of break periods.

11.7. Workplace Safety and Incident Rules

The District wants to ensure that all employees remain safe and injury-free at all times. The District complies with all applicable safety laws and regulations. To ensure that incidents are avoided whenever possible, the District expects employees to refrain from horseplay, careless behavior and negligent actions in the workplace. It is the District's policy to maintain a safe and secure working environment for all employees and the public.

While working, employees must observe safety precautions to ensure their own safety and the safety of others. All work areas must be kept clean and free of clutter and debris. Employees should only use equipment, machinery and tools if they are authorized and properly trained. Where applicable, employees must wear required personal protective equipment, such as gloves, helmets, safety glasses and masks. Any hazards, potentially dangerous conditions and equipment malfunctions must be corrected immediately or reported to a supervisor and the District Manager. All employees are responsible for participating in safety training, following safety instructions, correcting or reporting unsafe behavior and encouraging others to work safely.

If an employee is involved in an incident that threatens health or safety, the employee must report the incident to their supervisor and the District Manager immediately, obtain any necessary medical treatment, complete an Incident Report, regardless of the severity of the injury, within twenty-four (24) hours of the incident, and if the employee must seek additional medical treatment, obtain their supervisor's consent before leaving the premises.

If the incident results in a serious injury, employees should also call 911. Additionally, if there are any internal or external investigations related to the incident, employees are required to assist in the investigation. Employees who fail to comply with this procedure may be subject to disciplinary action, up to and including termination.

To help ensure the safety of all employees, first aid kits are available at designated locations. Emergency exits, fire extinguishers and alarm pull stations must be kept clear and accessible at all times. Employees should familiarize themselves with the building's evacuation routes and emergency protocols.

To ensure the health and safety of employees and the security of the District's equipment and facilities, the District prohibits the possession, use of illegal drugs or dangerous weapons, or unsponsored use of alcohol on District property. A license to carry a dangerous weapon on District property does not supersede District policy. Any employee who violates this policy will be subject to prompt disciplinary action, up to and including termination.

The District reserves the right at any time and at its discretion to search all District-owned, rented or leased vehicles and all vehicles, packages, containers, briefcases, laptop bags, purses, lockers, desks, enclosures and persons entering District property, to determine whether any weapon has been brought onto the District's property in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Employees are strictly prohibited from willfully disregarding the District's safety rules, tampering with safety devices or equipment, failing to report incidents or injuries, working under the influence of illegal drugs or alcohol and engaging in violent or threatening behavior. Engaging in these behaviors may result in disciplinary action, up to and including termination.

Any violation of this policy may lead to disciplinary action, up to and including termination of employment.

11.8. Workplace Violence Prevention

The District is committed to preventing workplace violence and ensuring a safe workplace for all employees. The District will not tolerate violence or threats of

violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to District employees, clients, customers, guests, vendors, and persons doing business with the District.

It is a violation of this policy to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intimidation or intent to harm persons or property. Examples include, but are not limited to, the following:

- 11.8.1. Physical assaults or threats of physical assault, whether made in person or by other means (e.g., in writing or by phone, fax or email).
- 11.8.2. Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of another individual.
- 11.8.3. Brandishing or using firearms, explosives or weapons for an unjustified purpose.
- 11.8.4. Violating a restraining order, order of protection or other court order.
- 11.8.5. Intentionally damaging the District's property or the property of another employee.
- 11.8.6. Any other conduct or acts that the District believes represent an imminent or potential danger to safety or security.

Employees should immediately report any potentially dangerous situations to their manager or the District Manager. The District will protect the identity of the individual making a report to the maximum extent possible, except where there is a legitimate need to know. The District will promptly and thoroughly investigate any reported occurrences or threats of violence. To maintain workplace safety and the integrity of its investigation, the District may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Violations of this policy will result in disciplinary action, up to and including immediate termination. When such actions involve non-employees, the District will take action appropriate for the circumstances. When appropriate, the District will also take any legal actions available and necessary to stop the conduct and protect the District, its employees, and property.

The District will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities.

If employees have questions about this policy or behaviors that fall under this policy, they should discuss them with their supervisor or the District Manager.

11.9. Physical Examinations

The District reserves the right to require physical or psychological examinations of any District employee, at the District's expense, as follows:

- 11.9.1. To determine the ability of an applicant who has been offered employment to perform job-related functions required by business necessity.
- 11.9.2. When there is a need to determine whether an employee is able to perform the essential functions of their job.
- 11.9.3. As may be required to determine the necessity or feasibility of reasonable accommodations for a disability.
- 11.9.4. Periodically, as may be necessary to comply with fitness for duty or monitoring requirements imposed by law.

Results of all physical or psychiatric examinations shall be treated as confidential records by the District.

11.10. Workplace Attire

As employees of the District, both the way employees act and the way employees dress convey messages to the citizens as well as visitors to our community. Therefore, in order to provide a positive image to the community, appropriate work clothes are to be worn by all employees.

However, by way of example, the following should not be worn: torn, ripped or extremely dirty clothing, or clothing that conveys inappropriate, offensive, or vulgar writing, or otherwise may offend individuals or groups.

Employees must dress in a manner that enables safe and productive work. For some employees, this may require conformance to certain OSHA requirements and personal protective equipment.

11.11. Safety Program

Employees are required to comply with all safety rules. Each employee shall familiarize themselves with all District safety rules and shall comply with the same. Employees shall utilize safety equipment provided by the District.

As stated herein, safety is of the utmost importance to the District. As such, the District has adopted various safety protocols, procedures and standards which are memorialized in various policies, standard operating procedures,

operating manuals and other documents. All employees are expected to know, understand and comply with all safety instructions at all times. Disobeying a safety rule or failure to use all safety equipment provided may result in disciplinary action.

If an employee ever feels unsafe, they should speak up. Any employee who expresses a safety concern has the power and authority to stop work until corrections to the work conditions are made to provide for the safe completion of the work. No employee shall be disciplined, retaliated against, harassed, or otherwise harmed by the District or any other employee on account of their having voiced a safety concern. An employee who is being retaliated against or harassed for expressing a safety concern should report such retaliation or harassment to the District Manager for investigation.

12. Performance Evaluation

The purposes of a performance evaluation are to: (1) help employees develop their potential; (2) to provide information on which to base pay for performance decisions; and (3) improve employee performance in areas where performance needs improvement or is unacceptable.

It shall be the responsibility of the employee's supervisor to formally evaluate the performance of their employees and provide feedback to them in writing at least annually.

It shall be the responsibility of the supervisor to ensure that employees under their direction receive evaluations at the appropriate intervals, covering the appropriate time periods.

Evaluations will be done on forms provided by the District. The appraisal is to be based on observation of the employee on the job and the results of the employee's efforts. The ratings are to be based on a careful, objective, and impartial analysis.

All employees shall undergo a performance evaluation after the first three (3) months on the job and at least yearly thereafter.

It shall be the responsibility of the supervisor to determine if and when additional evaluations are necessary due to below-standard performance of any employee. Employees who are unable to perform the necessary duties and responsibilities of their position at a standard level may be subject to discipline up to and including termination.

12.1. Merit Bonuses

The District, at its discretion, approves a merit bonus to reward employees who often go above and beyond the call of duty, work long hours, or perform at a level that is exemplary.

If approved, and providing that monies are available, the District may authorize a merit bonus (as appropriate) for employees. Such a bonus is a reward for employees whose performance meets or exceeds standards. The merit bonus is in no way automatically earned.

13. Employee Conduct

Employees are expected to perform their duties and comply with management's lawful instructions. Employees are expected to conduct themselves in a professional manner at all times. Unacceptable conduct will not be tolerated. Conduct that violates the terms and provisions of this Handbook or any other policy or procedure of the District is grounds for discipline. An employee may bring any matter of concern to the Board of Directors without fear of reprisal, retaliation, or discipline for reporting the concern.

13.1. General Rules of Conduct

The District expects all employees to act in the best interests of the District and the members of the public served by the District. It is the responsibility of all employees to observe all the rules, policies, operating procedures, and directives of the District. The District further expects that each of its employees will behave with courtesy and respect toward other employees and members of the public. Specific rules of conduct adopted by the District or described in this Handbook are not meant to be all-inclusive. In addition to any other conduct described in this Handbook, the following conduct will not be tolerated:

13.1.1. Inadequate job performance, incompetence, or inefficiency.

13.1.2. Violation of any lawful rule, regulation, policy, or order, or failure to obey any proper directive made and given by an employee's supervisor.

13.1.3. Taking a fee, gift, or other valuable thing in the course of or in connection with work for personal use from any person, when such gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.

13.1.4. Conviction of, a plea of guilty to, or failure to contest a crime that involves or that affects the employee's ability to perform a job function.

- 13.1.5. Falsification of or material omission from an employment application, payroll records, time reports, or other District documents.
- 13.1.6. Negligent or willful damage, destruction, waste, or carelessness, negligence, theft or misuse of District or public property.
- 13.1.7. Use of or attempting to use political influence in securing promotion, leave of absence, transfer, change of grade, pay, or character of work.
- 13.1.8. Improper use of Town vehicles or equipment, including communications equipment.
- 13.1.9. Violation of safety rules or practices.
- 13.1.10. Inducing or encouraging any employee of the District to violate any ordinance, rule, regulation, policy, or directive.
- 13.1.11. Engaging in any unauthorized interruption of work.
- 13.1.12. Loss of any license, certificate, or other credential required for the performance of a job responsibility.
- 13.1.13. Conduct unbecoming of the District.

13.2. Inspections

To ensure the safety and protection of our employees and citizens, as well as protect the interests of the District and its representatives, the District may conduct searches after notice is given and with the employee's consent of employees' personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

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

13.3. Progressive Discipline

Disciplinary action may be taken for any reason serious enough in nature to warrant such action. The District strives to follow the concepts of progressive discipline, including oral warnings, written reprimand, suspension, and dismissal. Disciplinary action will be ordered based on the severity of the

offence and the District may forgo lesser levels of discipline based on the unique circumstances of each case.

As a public employer, the District will provide all employees with appropriate due process when assessing employee disciplinary matters. Disciplinary action may consist of any one or a combination of the following actions, depending on the seriousness of the violation. Prior to imposing discipline, the District shall conduct a full investigation, determine the facts, and make appropriate conclusions relevant to a particular circumstance.

Supervisors exercise decision-making authority, but in no case should the fact finder and decision maker be the same person. To this end, the District shall assign a fact finder to investigate any circumstance necessitating employee discipline. The fact finder may be another employee of the District or a third-party retained to conduct an investigation.

When investigating, the fact finder shall take care to obtain the perspective of all parties involved in a given situation, including the employee who is the subject of the investigation.

Employees shall be notified when an investigation by a fact finder has been initiated. At the conclusion of the investigation, the fact finder shall make a report detailing their findings and conclusions. The employee's supervisor shall then make a decision with respect to the discipline to be imposed. Employees are to be provided a copy of the fact-finder's findings and conclusions.

Any discipline imposed must be based on the fact-finder's findings and conclusions. After evaluating the findings and conclusions, the supervisor acting as the decision maker may impose any of the following:

- 13.3.1. Verbal Coaching. Whenever grounds for disciplinary action exist, and the employee's supervisor determines that more severe action is not immediately necessary, the supervisor should orally communicate to the employee the deficiency and indicate that failure to remedy the deficiency will result in additional disciplinary action. The supervisor shall document the verbal coaching in the employee's file. Notwithstanding any provision of this Handbook to the contrary, there need not be any investigation to impose verbal coaching.
- 13.3.2. Written Reprimand. In situations where verbal coaching has not resulted in the required improvement or where stronger initial action is warranted, a written reprimand should be addressed to the employee.

A written reprimand shall identify: (a) the offense; (b) the necessary corrective actions to be undertaken by the employee; (c) the time period in which the employee must accomplish the corrective action (if applicable); and (d) the consequences of future undesirable behavior. A copy of the written reprimand will be placed in the employee's file. Both the employee and the supervisor should sign the reprimand. The employee's signature does not constitute concurrence, only receipt of notification. The employee's refusal to sign the written reprimand should be documented.

13.3.3. Suspension Without Pay. An employee may be suspended without pay for a maximum of ten (10) days. In these instances, the employee shall be given written notice that must include the reason(s) for suspension. No PTO or sick leave shall be accrued during a suspension. All applicable benefits shall continue during suspension.

13.3.4. Termination. An employee may be terminated for cause. In all cases of termination, the employee shall be given written notice, which shall include reasons justifying the termination.

13.3.5. Administrative Leave. During some investigations or during the grievance process, it may be necessary to place distance between the employee and the District. For this purpose, an employee may be placed on paid administrative leave during the pendency of a given proceeding. While on administrative leave, the employee is relieved of all duties but retains their benefits and regular pay. The employee must cooperate with all investigative actions while on administrative leave as a condition of continued pay. If an employee fails to cooperate, the paid administrative leave may be converted to an indefinite unpaid leave of absence. Administrative leave is not considered discipline.

13.4. Grievance Procedure

Although we seek to provide a workplace in which all employees feel that they are an important part of the District, and where employees feel fairly treated, there may be times when an employee may have a dispute with a supervisor or the District, which can best be resolved through a formal procedure for dispute resolution. Any dispute between two employees, an employee and their supervisor, or an employee and the District shall be resolved using this grievance procedure.

A grievance is a complaint by an employee concerning any matter related to the employee's employment with the District (including the imposition of

employee discipline). All grievances must be in writing. The employee must state clearly and concisely all the known facts related to their grievance and clearly explain why they disagree with an act or omission that forms the basis for the grievance. The employee should also explain the remedy sought.

The grievance procedure shall be as follows:

- 13.4.1. The employee must first address the grievance with their immediate supervisor. This may be done orally in an informal discussion. If the informal attempts to resolve the matter are not successful, the employee may implement the formal grievance process.
- 13.4.2. The employees shall submit their grievance in writing to their immediate supervisor. Grievances must be submitted within thirty (30) calendar days following the date the employee first knew or should have known of the grievance. An employee who fails to submit the grievance within thirty (30) days waives the right to assert it.

The supervisor shall respond in writing to the employee within ten (10) days following receipt of the grievance. All grievances and replies must be in writing.

- 13.4.3. Within ten (10) days following the employee's receipt of the written answer to their grievance, the employee may appeal the disposition of the grievance to the District Manager. Within ten (10) days of receipt of the employee's grievance, the District Manager will meet with the employee. The District Manager will then provide a written response to the grievance within fourteen (14) days. Where the District Manager is the subject of the grievance, the process will proceed immediately to the next step. If the District Manager is the employee's supervisor, then the employee's appeal shall be adjudicated per Section 13.4.4.
- 13.4.4. If the employee is unsatisfied with the District Manager's response, the employee may appeal the grievance to the District's Board of Directors. Such appeal must be made within ten (10) days of the employee's receipt of the District Manager's answer to the grievance. The Board of Directors will then consider the grievance at its next regular meeting. The decision of the Board of Directors is final.
- 13.4.5. If the employee is grieving their suspension or termination, they shall be suspended without pay status during the pendency of the proceedings.

14. Recruitment

All classified and project-designated position vacancies shall be announced to the public for purposes of recruitment. Job announcements shall be based upon the established positions classification and shall include, but not be limited to,

instructions for application, location, salary, work schedule and application deadline.

If, after the recruiting process has been followed, no qualified applicant is available to fill the vacancy, the District may re-announce the vacancy.

14.1. Previous Employee Eligibility

Previous employees who voluntarily separated from the District shall be eligible for rehire after twelve (12) months. Employees involuntarily terminated are not eligible for rehire.

14.2. Application

Application for position vacancies must be made on or before the close of business on the announced deadline date. Application shall be made on forms provided by the District except as specifically noted on the vacancy announcement. The applicant for each position's vacancy announcement must complete a separate application.

A falsification or significant omission of information provided by an applicant on an application may result in refusal of employment or, if hired, immediate discharge from employment.

All job announcements shall be posted on the District's website with instructions on how to apply. The District may advertise the job announcement as it sees fit, and all advertisements shall direct applicants to the District's website to complete the application.

14.3. Application Screening

Applicants shall be evaluated as to their qualifications for district position vacancies based upon criteria that are directly related to the position for which they are applying. The person who will be supervising the position that is being hired for shall be the hiring official. The hiring official shall be responsible for completing assessments of the applications to determine qualifications. The hiring official, after assessing qualifications shall invite applicants to interview with at a minimum the hiring official and any other District official the hiring official sees necessary. The hiring official may conduct oral, written, and performance assessments of the applicant and conduct reference verifications. Once the hiring official has selected an applicant for hire they shall collaborate with the District Manager to make an offer of employment and if accepted completed all onboarding.

14.4. Hiring of Relatives

A hiring official shall not hire an applicant who would, upon hire, supervise or be supervised, directly or indirectly, by a spouse, child, parent, sibling, sibling-in-law(s), step-parent(s) or stepchild. These limitations apply to the employee's relatives only, not to those of the employee's spouse.

14.5. Pre-employment Physical/Drug Screening

All applicants as a condition of an offer of employment with the District, shall furnish to the District documentation from the applicant's healthcare provider that they meet the physical and psychological requirements of the position they are being offered.

Every person to whom an offer of employment is made shall as a condition of that offer, be required to take and pass a drug and/or alcohol test before they may officially be hired by the District.

15. Political Activity

During working hours, no employee shall engage in any political activity. No employee shall attempt to gain unfair political advantage on behalf of themselves or any person by virtue of their position with the District.

16. Outside Employment

Employees may engage in employment outside the District, provided that such employment will not interfere with the proper and efficient performance of the employee's duties to the District. In any outside employment, the employee shall ensure that no conflict exists and refrain from any outside employment where a perceived conflict may arise.

Requirements of employment with the District shall have priority over any requirements of outside employment. Employees may not engage in outside employment or business activities during their District working hours.

17. Endorsements of Products

Employees shall not, in their official capacity, assist in the sale of any goods or services by permitting their endorsement of said goods or services to be used for advertising purposes.

18. Separation From Employment

An employee may be separated from employment with the District by resignation, retirement, or involuntary termination.

Separating employees shall return all District property (documents, supplies, materials, tools, and keys) to their supervisor or District Manager. Employees not returning district property assigned to them shall be responsible for compensating the District for the replacement costs of said property.

The final paycheck for a separating employee shall be prepared for normal distribution in accordance with the regular payroll cycle. Except in cases of

involuntary termination, payment of final wages shall be made on the day of termination. Any monies owed the District by a separating employee shall be deducted from the final paycheck.

Included in the final paycheck will be any accrued paid time off hours in accordance with state law.

19. Electronic Communication

19.1. Communication Systems

The communication systems are the property of the District and intended for business use. Therefore, the District maintains the ability to access any computer files, use software, use the internet, use email, and use voicemail. Although employees may select individual passwords, such files are not private, and employees should not assume that such files are confidential. However, other than management employees acting on behalf of the District, employees should not attempt to gain access to another employee's computer, internet files, email, or voicemail without the latter's permission.

All information regarding access to the District's computer resources, such as user identities, modem phone numbers, access codes, and passwords, is confidential information and may not be disclosed to non-District personnel.

19.2. Unauthorized Use

Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other District guidelines. The District reserves the right to determine when an employee is using the District communication systems inappropriately.

The District licenses and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements.

19.3. Email

Because the District provides an email system to employees to help them with the performance of their job, it should be used for official District business only. In addition, emails that were deleted are stored elsewhere in the system. Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to others face-to-face. Emails sent using District emails, regardless of purpose, are public records subject to public inspection and copying pursuant to the Colorado Open Records Act.

19.4. Phones

Employees are responsible for making certain their voicemail messages are reviewed in a timely fashion. In the interest of good business practice, personal telephone calls, including those made with cell phones, must not interfere with an employee's performance of their job. Personal use of the District telephones for long-distance calls that will result in additional charges to the District is not permitted. For safety reasons, employees should avoid the use of cell phones while driving.

19.5. Personal Use of Social Media Guidelines

While every individual has a right to speak out on the issues facing the community, state, and nation, employees must take great care to make it clear that their personal opinions are their own and do not represent the official policy position of the District. Public employees should be aware that speech made pursuant to their official duties is not protected by the First Amendment.

Employees shall not post information, images, or use District logos or icons obtained in their official capacity with the District on their personal social media pages or accounts.

As a public employee, certain types of oral, written, and electronic speech related to job duties or employment with the District are subject to restriction, including:

19.5.1. Sensitive, confidential, or non-public District information of any kind, including items involved, or could be involved, in litigation.

19.5.2. Combative exchanges, name-calling, personal attacks, or disparaging comments.

19.5.3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation, gender identity and expression, or any other legally protected group status.

19.5.4. Other items are in conflict with existing policies.

Personal use of social media is never permitted during working time.