

**AGENDA for a Regular Meeting
of the Board of Trustees of the Town of Fairplay, Colorado
Monday, August 17, 2020 at 6:00 p.m. at the Fairplay Town Hall Meeting Room
901 Main Street, Fairplay Colorado AND virtually via GoToWebinar**

Virtual Access Information to Join via Internet:
<https://attendee.gotowebinar.com/register/5703467388845951755>

Connect via Phone: Dial (631)-992-3221

Enter Access Code 182-762-364

PLEASE SEE DETAILED INSTRUCTIONS AT THE END OF THE AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. CONSENT AGENDA *(The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or the Board Members may ask that an item be removed from the Consent Agenda for individual consideration.)*

A. APPROVAL OF MINUTES –August 3, 2020.

B. APPROVAL OF EXPENDITURES—Approval of bills of various Town funds in the amount of \$171,513.11

VI. CITIZEN COMMENTS

VII. UNFINISHED BUSINESS

A. Other Discussion Items.

VIII. NEW BUSINESS

A. Should the Board Approve Adoption of Resolution No. 27, series of 2020, Entitled, “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO APPROVING AN UPDATED PERSONNEL HANDBOOK FOR THE TOWN OF FAIRPLAY.”?

B. Should the Board Approve Adoption of Resolution No. 28, series of 2020, Entitled, “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO APPROVING THE TOWN OF FAIRPLAY STAFF COMMUNITY VOLUNTEER PROGRAM.”?

C. Should the Board Approve Change Orders No. 1 and No. 2 with Betone Civil Constructors in the Amount of \$5,600 for Installation of 18” CMP Culvert w/ Catch Basin and Outlet Protection and \$500 for Installation of a CMP Culvert at Base of Access Road to Mitigate Drainage Issues?

D. Other New Business

IX. BOARD OF TRUSTEE AND STAFF REPORTS

X. ADJOURNMENT

Upcoming Meetings/Important Dates

Budget Worksession	August 24, 2020
Labor Day – Town Offices Closed/Regular Meeting Cancelled	September 7, 2020
Regular Board Meeting	September 21, 2020

This agenda may be amended.

Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Wednesday, August 12, 2020.

How to Participate in Virtual Meetings Using GoToWebinar

To help control the spread of the COVID-19 virus the Town of Fairplay will be conducting Town Board meetings both virtually and in person encouraging public participation as usual. These efforts will keep the community, elected officials, staff and residents safe while continuing to conduct important Town business

The Town will be using a virtual meeting format, in conjunction with the usual in person format, for the Town Board of Trustee meetings until further notice and will be utilizing GoToWebinar for the virtual component. To comply with State and County COVID-19 guidelines there will be a limited number of individuals allowed in the meeting room at one time. There will be additional overflow seating provided and **attendees will be asked to wear masks if attending in person.** The public may also participate virtually and the instructions below are provided to describe the various ways this can happen.

*****If you have any symptoms of COVID-19 or are feeling unwell, please attend our meetings virtually. If you are exhibiting symptoms you will be asked to leave the meeting room.*****

The link which will allow you to register for the meeting will be posted on the Town of Fairplay website, www.fairplayco.us under the "Mayor and Board of Trustees" tab and on the most recent agenda. On the most recent agenda there will be a link. Once you follow the link you will need to register for the meeting by providing your full name and email address. **Once you register, you will receive an email with a link and phone number you can use to join the meeting by web or by phone.**

Please note that if you plan to call into the meeting by phone **you must email your public comments to info@fairplayco.us by 4:30pm the day of the meeting.**

TO COMMENT IN ADVANCE IF YOU ARE PLANNING TO ATTEND BY TELEPHONE OR PHONE APP:

- Email info@fairplayco.us to submit your question/comment.
 - **Please be aware that if you join by telephone or phone app you will not be able to ask questions, participate in public hearings or make comments via voice. All public comments must be emailed prior to 4:30pm.**
 - Your comments will be included in the record and read at the appropriate time during the meeting.

This agenda may be amended.

Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Wednesday, August 12, 2020.

TO JOIN THE MEETING BY TELEPHONE OR PHONE APP:

- You will need to register for the meeting via the link provided on the agenda and located on the Fairplayco.us website under “Mayor and Board of Trustees” and on the most recent agenda. You will see a link on the agenda to the registration page. Please enter your full name. After you fill out this form you will be sent an email that will provide instructions on how to join the meeting. **You are encouraged to do this ahead of time.**
- Join the live meeting through the instructions GoToWebinar sent to your email address after you followed the step above and registered.
- **If you are joining by telephone you will be required to enter an access code which is located below the “join in” phone numbers. Please note that you must complete the registration prior to receiving the call-in number and access code.**
- You will be joined to the meeting and automatically muted.

JOINING THE MEETING BY WEB AND COMMENTING:

- Join the live meeting through the instructions above.
- You will be joined to the meeting and automatically muted.
- You will be able to comment and/or ask questions by “chat” if attending by internet.
- You will be unmuted in certain cases, such as public hearings or at the Boards request, and able to speak directly to the Board and audience. **Please note you will still need to notify the moderator of your desire to speak via the “raised hand” feature or by commenting to organizers via the chat.**

HELPFUL TIPS FOR A GOOD VIRTUAL MEETING EXPERIENCE:

- If joining through the web, log on 5 minutes before the start of the meeting, since some online products require downloads and installations
 - Please be aware when downloading GoToWebinar to ensure you are on the official website. Scammers have been setting up downloads which, at first glance, appear to be run by GoToWebinar, but in actuality are not and can give a virus to your computer.
- Turn off nearby cellphones if you are using a computer to connect.
- Using a headset or headphones is recommended if listening online.
- **Only** have the virtual meeting application on your computer. If you are running other programs like email or have additional websites open in your browser, it may interfere with your ability to hear or see the information. For best results close all other windows and applications.
- Please limit distractions when possible—i.e. background noise, conversations with others, etc. when you are unmuted.
- Video streaming is a relatively new technology so please be mindful of the following things when connecting via the internet.
 - If you have an older computer, you may be better served by calling in by telephone.
 - If your internet is not reliable consider calling in by telephone

This agenda may be amended.

Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Wednesday, August 12, 2020.

**MINUTES OF A REGULAR MEETING OF THE
FAIRPLAY BOARD OF TRUSTEES
August 7, 2020**

CALL TO ORDER

A regular meeting of the Board of Trustees for the Town of Fairplay was called to order at 6:05 p.m. in the Council Chambers located in the Fairplay Town Hall, 901 Main Street, by Mayor Frank Just. Mayor Just proceeded with the pledge of allegiance, followed by the roll call which was answered by Trustees Eve Stapp, Scott Dodge and Cindy Bear. Also in attendance was Town Administrator/ Clerk Tina Darrah and Assistant Town Administrator Mason Green. Trustee Josh Voorhis was absent.

AGENDA ADOPTION

Motion #1 by Trustee Stapp, seconded by Trustee Bear, that the agenda be adopted as presented. Motion carried unanimously. (Trustee Voorhis absent.)

CONSENT AGENDA (*The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or the Board Members may ask that an item be removed from the Consent Agenda for individual consideration.*)

- A. **APPROVAL OF MINUTES** –July 20, 2020.
- B. **APPROVAL OF EXPENDITURES**—Approval of bills of various Town funds in the amount of \$83,529.18
- C. Should the Board Approve Adoption of Resolution No. 23, series of 2020, Entitled, “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO GRANTING APPROVAL OF THE APPLICATION FOR AMENDMENT TO THE SPECIAL USE PERMIT FOR THE MIDDLEFORK RV RESORT.**”?
- D. Should the Board Approve Adoption of Resolution No. 25, series of 2020, Entitled, “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, AUTHORIZING THE EXECUTION OF A CONTRACT WITH MAYBERRY AND COMPANY, LLC FOR AUDIT SERVICES.**”?

Motion #2 by Trustee Dodge, seconded by Trustee Stapp, that the agenda be adopted as presented. A roll call vote was taken: Dodge – yes, Stapp – yes, Just – yes, Bear – yes. Motion carried unanimously. (Trustee Voorhis absent.)

CITIZEN COMMENTS

None offered.

UNFINISHED BUSINESS**Other Discussion Items**

None offered.

NEW BUSINESS

Should the Board Approve Adoption of Resolution No. 26, series of 2020, Entitled, “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO DESIGNATING THOSE PERSONS WHO ARE AUTHORIZED TO SIGN ON TOWN BANK ACCOUNTS.”?

Motion #3 by Trustee Bear, seconded by Trustee Stapp, to approve adoption of Resolution No. 26, series of 2020, entitled, “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, DESIGNATING THOSE PERSONS WHO ARE AUTHORIZED TO SIGN ON TOWN BANK ACCOUNTS.**” A roll call vote was taken: Dodge – yes, Stapp – yes, Just – yes, Bear – yes. Motion carried unanimously. (Trustee Voorhis absent.)

Should the Board Approve Change Order No. 1 with Betone Civil Constructors in the Amount of \$5,600 for Installation of 18” CMP Culvert w/ Catch Basin and Outlet Protection

Town Administrator Darrah asked that this item be continued until the next regularly scheduled meeting on August 17, 2020, due to Trustee Voorhis absence.

Discussion Regarding CDOT Meeting/Intersection of Highways 9 and 285

A lengthy discussion took place in regard to the proposed design plans from CDOT for the intersection of Highways 9 and 285 and extending on Hwy. 285 north from the intersection to the Sinclair Gas Station and south to Platte Drive. Town Administrator Darrah started the conversation by explaining that CDOT had requested a meeting with representatives from the Town on Tuesday, August 4th and wanted to make sure that the Board had an opportunity to discuss the proposal prior to the meeting. She noted that Mayor Just and Mayor Pro-tem Dodge would be on the call.

The majority of the conversation centered on pedestrian safety via the following topics: lighting, trails, sidewalks and ADA compliance, fencing, and public education. Other topics briefly discussed included, timing and scheduling of the project, staging areas, forest service access, the potential impact to residents and businesses and how to minimize.

Other New Business

None offered.

BOARD OF TRUSTEE AND STAFF REPORTS

Assistant Town Administrator Green offered a brief staff report informing the Board that the IT equipment needed to continue the virtual meetings had been ordered and should be set-up by the next meeting, that the two running races recently held in Town had gone well, that Chuck Murphy with PMS (paving contractor) was planning to start the paving project in the next couple weeks, and that the Public Works staff is working on visible projects such as potholes and sidewalks over the next few weeks.

Town Administrator Darrah offered a staff report that included handing out a draft personnel policy and volunteer policy which she asked the Board to review for discussion at the next meeting, with potential adoption then or in September. She also informed the Board that 23 businesses had applied for the Small Business Assistance Grant that the Town had offered using CARES Act funds. Of the \$81,116.18 applied for, the Town was able to fund \$79,486.18. She explained that the difference was due to several applicants applying for assistance with water/sewer bills, which were not allowed to be funded with the CARES Act monies.

Trustee Dodge offered a brief report on the Fairplay Forward meeting of the Economic Development Board.

Mayor Just informed the Board that the parking lot at Town Hall is ready for paving and that the access road is coming along well. He further noted that the sign is tentatively planned to be installed on August 10th. He volunteered to spray the "false chamomile" on certain sections of Town property using his own equipment if the Town purchases the product. The Board thanked him for doing this, noting that it is creating problems in Town and is spreading rapidly.

ADJOURNMENT

Mayor Just, noting that there being no further business before the Board, declared that the meeting be adjourned at 7:26 p.m.

Frank Just, Mayor

ATTEST:

Tina Darrah, Town Clerk



MEMORANDUM

TO: Mayor and Board of Trustees
FROM: Kim Wittbrodt, Treasurer
RE: Paid Bills
DATE: 8/12/2020

Agenda Item: Bills

Attached is the list of invoices paid through August 12, 2020

Total Expenditures: \$171,513.11

Upon motion to approve the consent agenda, the expenditures will be approved.

Please contact me with any questions.

Report Criteria:

Detail report type printed

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
08/10/2020	16378	Business Connection	scans and email	1	07/30/2020	8.00	105070
Total 280:						8.00	
08/10/2020	16379	Caselle, Inc	Software Support	1	07/01/2020	439.50	517206
08/10/2020	16379		Software Support	2	07/01/2020	439.50	105060
Total 334:						879.00	
08/12/2020	16404	CDPHE	permit CO0040088	1	08/03/2020	92.00	517650
Total 358:						92.00	
08/10/2020	16376	4 Rivers Equipment	backhoe parts	1	07/02/2020	386.31	105625
Total 532:						386.31	
08/10/2020	16383	Fairplay Flume	legal /ads	1	07/31/2020	31.48	106125
Total 868:						31.48	
08/12/2020	16406	Ferrellgas	propane-501 main	1	07/24/2020	440.50	105195
Total 916:						440.50	
08/12/2020	16408	Mountain View Waste	2 yd 2 monthly	1	07/31/2020	75.00	517675
Total 1414:						75.00	
08/10/2020	16390	Petrock & Fendel, PC	legal fees	1	08/04/2020	1,030.00	517360
Total 1648:						1,030.00	
08/12/2020	16414	USABlueBook	supplies	1	08/05/2020	184.99	517670
Total 2176:						184.99	
08/12/2020	16415	Utility Notification Center	RTL Transmissions	1	07/31/2020	84.93	517455
08/12/2020	16415		RTL Transmissions	1	07/31/2020	55.13	517650
Total 2194:						140.06	
08/10/2020	16393	Verizon Wireless	jet pack	1	08/01/2020	40.01	105130
08/10/2020	16393		Phones and air cards	2	08/01/2020	687.66	105455
Total 2212:						727.67	
08/10/2020	16394	Xcel Energy	901 main	1	07/20/2020	211.67	105023
08/10/2020	16394		747 bogue	1	07/20/2020	13.13	105841
08/10/2020	16394		chlorinator	1	07/20/2020	52.03	517470
08/10/2020	16394		1800 beaver creek road	1	07/20/2020	1,080.96	517495
08/10/2020	16394		fairplay sign #1	1	07/20/2020	11.86	105640
08/10/2020	16394		117 silverheels road	1	07/20/2020	10.72	105841
08/10/2020	16394		501 main	1	07/20/2020	315.40	105195

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
08/10/2020	16394		san plant	1	07/22/2020	3,738.82	517680
08/10/2020	16394		1190 castello	1	07/23/2020	79.88	105650
08/10/2020	16394		200 2nd street	2	07/23/2020	117.40	517470
08/10/2020	16394		157 6th st	3	07/23/2020	70.10	105640
08/10/2020	16394		156 5th street	4	07/23/2020	10.72	105640
08/10/2020	16394		589 beach road	5	07/23/2020	10.72	105841
08/10/2020	16394		419 front	6	07/23/2020	11.36	105640
08/10/2020	16394		850 hathaway	1	07/24/2020	28.62	105186
08/12/2020	16417		street lights	1	08/03/2020	205.48	105640
Total 2296:						5,968.87	
08/12/2020	16407	Hahn Water Resources, LL	professional services	1	08/04/2020	2,480.00	517465
Total 2509:						2,480.00	
08/10/2020	16380	CenturyLink	7198362622355B	1	07/19/2020	516.24	105065
08/10/2020	16380		alarm line-525 Hathaway	1	07/19/2020	52.49	105190
08/10/2020	16380		acct 719-836-4609 502B	1	07/19/2020	65.88	517470
08/10/2020	16380		7198362445	1	07/19/2020	111.88	517226
08/10/2020	16380		acct 82239760	1	07/23/2020	29.77	105065
Total 2614:						776.26	
08/12/2020	16405	Colorado Natural Gas, Inc.	sewer treatment plant	1	08/04/2020	652.40	517680
08/12/2020	16405		san office	1	08/04/2020	88.46	517234
08/12/2020	16405		natural gas-shop	1	08/04/2020	65.77	105650
08/12/2020	16405		natural gas	1	08/04/2020	88.46	105023
Total 2728:						895.09	
08/10/2020	16387	Mobile Record Shredders	record shredding	1	07/29/2020	12.00	105030
Total 2793:						12.00	
08/12/2020	16412	Tolin Mechanical	contract maintenance	1	07/15/2020	694.00	517655
Total 2867:						694.00	
08/12/2020	16413	Triangle Electric, Inc.	troubleshoot pump #1	1	08/04/2020	5,073.87	517495
Total 2876:						5,073.87	
08/10/2020	16392	Rise Broadband	internet	1	08/01/2020	105.36	517226
Total 2900:						105.36	
08/10/2020	16382	Fairplay Auto Supply	supplies	1	07/31/2020	8.50	105625
Total 2948:						8.50	
08/10/2020	16381	Colorado Mountain College	scholarship-John Saucedo	1	08/01/2020	1,000.00	105162
Total 3121:						1,000.00	
08/12/2020	16403	Betone, LLC	lower lot	1	08/12/2020	75,469.50	105886

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3162:						75,469.50	
08/10/2020	16385	Hunn Planning & Policy, LL	planning fees	1	08/03/2020	2,175.00	105105
Total 3183:						2,175.00	
08/10/2020	16388	Montrose Water Factory, L	bottled water	1	07/31/2020	17.00	105120
Total 3211:						17.00	
08/12/2020	16410	SGM	engineering	1	07/27/2020	1,019.70	517430
08/12/2020	16410		engineering	1	07/23/2020	428.25	517430
08/12/2020	16410		engineering	1	07/28/2020	6,412.50	517430
Total 3272:						7,860.45	
08/10/2020	16389	Park County Government	monthly internet	1	08/01/2020	52.50	105065
08/10/2020	16389		monthly internet	2	08/01/2020	52.50	105455
Total 3381:						105.00	
08/10/2020	16391	Promark Industries	tahoe repair	1	08/04/2020	38.50	105420
Total 3383:						38.50	
08/10/2020	16386	Living Water Pump Service	pump for well #1	1	07/21/2020	671.24	517495
Total 3392:						671.24	
08/12/2020	16409	Schlosser Signs, Inc.	progress billing	1	07/23/2020	59,897.46	105886
Total 3398:						59,897.46	
08/12/2020	16416	Warm Springs Consulting	contract	1	08/03/2020	2,500.00	517627
Total 3463:						2,500.00	
08/10/2020	16377	Avalanche Lock & Key	new lock at pump station	1	07/30/2020	202.00	517450
Total 3465:						202.00	
08/10/2020	16384	General Leasing Services	backhoe repair	1	07/31/2020	800.00	105625
Total 3466:						800.00	
08/12/2020	16411	TeamViewer Germany Gm	1 year subscription	1	08/04/2020	768.00	517206
Total 3467:						768.00	
Grand Totals:						171,513.11	



MEMORANDUM

TO: Mayor and Board of Trustees
FROM: Tina Darrah, Town Administrator/Clerk
RE: Resolution No. 27 – Updated Personnel Policy
DATE: August 12, 2020

This resolution approves the updated personnel policy. If the Board would like more time to review the policy or to schedule a work session to review it more thoroughly, please let me know and I am happy to do so. The only substantial changes were those made to bring us into compliance with the most current employment related laws. We made no changes to the PTO/Termination/Hiring/etc. Town Attorney Wisor has reviewed the policy and we have incorporated his recommended changes.

Recommended Action:

Motion to approve Resolution No. 27. This will require a second and voice vote.

TOWN OF FAIRPLAY, COLORADO

RESOLUTION NO. 27

Series of 2020

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO ADOPTING AN UPDATED PERSONNEL HANDBOOK FOR THE TOWN OF FAIRPLAY.

WHEREAS, the Board of Trustees recognizes that a Personnel Manual is an integral part of the effectiveness of Town Government; and

WHEREAS, the Town has been advised by CIRSA that a Personnel Handbook is an effective loss control measure, the Town Attorney has provided valuable updates to the handbook to ensure the Town's compliance with Personnel Laws; and

WHEREAS, Personnel Management reinforces citizens trust in local government.

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO THAT:

Section 1. The document entitled "Town of Fairplay Personnel Handbook" and its attachments, is hereby adopted as the official Personnel Handbook of the Town of Fairplay and shall become effective immediately upon adoption.

Section 2. A copy of the Personnel Handbook shall be distributed to each employee upon adoption.

RESOLVED, APPROVED, and ADOPTED this ____ day of _____, 2020.

TOWN OF FAIRPLAY, COLORADO

(Seal)

Mayor

ATTEST:

Town Clerk



TOWN OF FAIRPLAY PERSONNEL HANDBOOK

Effective Sept. 1, 2020

Introduction.....6

 Introductory Statement.....6

 Organization and Administration6

 Public Perception and Customer Relations7

 DISCLAIMER.....7

Section 1: Employment8

 101 AT-WILL Nature of Employment8

 102 Employee Relations8

 103 Equal Employment Opportunity8

 104 Immigration Law Compliance9

 105 Disability Accommodation.....9

 106 Business Ethics and Conduct9

 107 Conflicts of Interest10

 108 Job Posting.....10

 109 Orientation and Training11

 110 Eligibility for Rehire.....11

 111 Hiring of Relatives.....11

 112 Outside Employment12

Section 2: Employment Status and Records.....13

 201 Employment Categories13

 202 Access to Personnel Files13

 203 Employment Reference Checks14

 204 Personnel Data Changes14

 205 Employment Applications.....14

 206 Performance Evaluation14

 207 Job Descriptions.....15

 208 Salary Administration15

 209 Medical Information Privacy.....15

 210 Social Security Number Privacy15

Section 3: Benefit Programs	17
301 Employee Benefits	17
302 Health, Dental, and Vision Insurance.....	17
303 Benefits Continuation (COBRA)	17
304 Workers' Compensation Insurance.....	18
305 Modified Duty/Temporary Reassignment	18
306 Life Insurance.....	19
307 Retirement Savings Plan	19
308 Short-Term Disability	19
Section 4: Leave	21
401 Personal Time Off (PTO)	21
402 Unscheduled Personal Time Off (PTO).....	22
403 Leave of Absence Without Pay	23
404 Holidays	23
405 Bereavement Leave	24
406 Paid Maternity Leave.....	24
407 Paid Family leave	24
408 Family and Medical Leave.....	25
409 Military Leave	26
410 Jury Duty/Court Time.....	27
411 Voting	27
412 Nursing Mothers.....	28
413 Colorado Family Cares Act ("CFCA")	28
Section 5: Timekeeping/Payroll/Work Hours	29
501 Timekeeping	29
502 Overtime.....	29
503 Compensatory Time.....	30
504 Paydays	30
505 Separation from Employment	31
506 Administrative Pay Corrections	32
507 Pay Deductions and Setoffs	32
Section 6: Work Conditions	33
601 Safety.....	33

602 Work Schedules	33
603 Smoking	33
604 Rest and Meal Periods	34
605 Use of Equipment and Vehicles	34
606 Credit Card Policy	34
607 Business Travel Expenses.....	36
608 Cellular Telephones	37
609 Computer and Email Usage	39
610 Internet Usage	40
611 Workplace Monitoring.....	41
612 Workplace Violence Prevention	41
Section 7: Drug and Alcohol Use	42
701 Drug-Free Workplace.....	42
702 Definitions	42
703 Drug and Alcohol Testing.....	43
704 Employment-related Testing	44
705 Correction Action for Violations of Drug and Alcohol Policy	45
Section 8: Employee Conduct & Disciplinary Action.....	46
801 Employee Conduct and Work Rules.....	46
802 Citation/Arrest or Conviction Reporting.....	46
803 Sexual and Other Unlawful Harassment	47
804 Attendance and Punctuality	48
805 Personal Appearance.....	48
806 Discipline	48
807 Grievances	49
808 Return of Property.....	50
809 Political Activities.....	50
810 Social Media Activities.....	50
Employee Acknowledgement Form.....	52

This page left intentionally blank.

INTRODUCTION

Welcome!

On behalf of your colleagues and the Board of Trustees, I welcome you to the Town of Fairplay ("Town") and wish you every success here. We believe that each employee contributes directly to the Town's growth and success, and we hope you will take pride in being a member of our team.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee Handbook as soon as possible, for it will answer many questions about employment with the Town.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Tina Darrah
Town Administrator

INTRODUCTORY STATEMENT

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

No employee Handbook can anticipate every circumstance or question about policy. As the Town continues to grow, the need may arise and the Town reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Amendments shall be effective as of the date adopted and employees shall be promptly notified of the adoption of any amendments. The only exception to any changes is our employment-at-will policy permitting you or the Town to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the Handbook as they occur.

Additionally, the policies in this Handbook are not intended to supersede the Town's ordinances, or other applicable laws; in case of any conflict between these policies and such ordinances, department policies, or laws, the latter shall prevail. Any matter not specifically covered by this Handbook may be administered by the Town Administrator in a manner not inconsistent with this Handbook.

ORGANIZATION AND ADMINISTRATION

The Town operates under a Mayor – Council form of government with an appointed Town Administrator. The Board of Trustees provides strategic leadership, goal setting and policy-making authority, and employs the Town Administrator who is responsible for the day-to-day management, financial and technical support to ensure equitable, efficient and effective implementation of government services to our citizens.

The Town provides a full range of public services, including a Police Department, Municipal Utilities (water and wastewater), Infrastructure (streets, public buildings, and sidewalks), and parks and recreation areas.

The Town Staff is organized into various departments. The Town Administrator exercises supervision and control over departments. The current departments are Administration, Public Works, and Police Department. Each department is led by a Director. Some departments include other supervisory positions, which are delegated responsibility in these Employee Policies. Depending on the responsibilities of the department and specific employee roles, additional policies and procedures may be developed and implemented by the Director. Those departmental policies will not contradict Town policies but may provide clarification for specific work areas.

PUBLIC PERCEPTION AND CUSTOMER RELATIONS

Every employee represents the Town to the public. The way we do our jobs presents an image of our entire Town. The public judges all of us by how they are treated with each employee contact. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to the public.

Individuals who wish to lodge specific comments or complaints should be directed to the immediate supervisor for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of the Town. Positive customer relations enhance the public's perception or image of the Town.

DISCLAIMER

IMPORTANT

These Employee Policies do not create: (1) a contract of employment; (2) a promise or assurance regarding the duration of right to employment; (3) employee property interest in employment; (4) any right to a hearing prior to a disciplinary action, including termination of employment; (5) any obligation by the Town to assert or prove a cause for disciplinary action, including termination of employment; or (6) a right to rebut a cause asserted by the Town for disciplinary action, including termination of employment. The Town reserves the right to interpret and change or rescind these policies at any time, as well as the right to determine their meaning, purpose, and effect. The Town also reserves the right, in its sole discretion, to determine whether, and to what extent, these policies and procedures should be applied in any given circumstance. No personal contract or agreement shall be implied by these policies or the statement of any employee of the Town, unless in writing, signed by the Mayor, or, where required, the Board of Trustees.

These policies apply to all Town employees, except the overtime compensation policies, which do not apply to positions that are classified as "exempt" by the Town pursuant to the federal Fair Labor Standards Act ("FLSA").

SECTION 1: EMPLOYMENT

101 AT-WILL NATURE OF EMPLOYMENT

Effective Date: Sept. 1, 2020

Revision Date:

Employment with the Town is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Town may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Nothing in this Handbook is intended to modify the Town's at-will employment policy.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Town and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the Town's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Town Administrator or, where required, by Board of Trustees.

The violation of any policy in the policies set forth herein or otherwise established by the Town may result in discipline, up to and including termination of employment.

102 EMPLOYEE RELATIONS

Effective Date: Sept. 1, 2020

Revision Date:

The Town believes the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe the Town amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 EQUAL EMPLOYMENT OPPORTUNITY

Effective Date: Sept. 1, 2020

Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Town will be based on merit, qualifications, and abilities. The Town does not discriminate in employment opportunities or practices on the basis of race, creed, color, religion, sex, national origin, ancestry, age, disability, sexual preference, gender identity or expression, marital or military status, or political affiliation, or any other characteristic protected by law, subject to reasonable requirements of the Town as may be permitted by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Town Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 IMMIGRATION LAW COMPLIANCE

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to employing only United States citizens and individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Town within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Town Treasurer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

105 DISABILITY ACCOMMODATION

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to complying fully with the Americans with Disabilities Act (ADA), as amended, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis and employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Reasonable accommodations are available to all employees where a disability affects the employee's performance of job functions, subject to reasonable requirements of the Town as may be permitted by law unless doing so would result in an undue hardship to the Town.

This policy is neither exhaustive nor exclusive. The Town is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. This policy governs all aspect of employment, including, but not limited to, application, selection, job assignment, compensation, discipline, termination and access to benefits and training.

106 BUSINESS ETHICS AND CONDUCT

Effective Date: Sept. 1, 2020

Revision Date:

The successful operation and reputation of the Town is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the Town is dependent upon the public's trust and we are dedicated to preserving that trust. Employees owe a duty to the Town, the Board of Trustees, and the public to act in a way that will merit the continued trust and confidence of all.

The Town will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, should guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Town Administrator for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Town employee. Disregarding or failing to comply with this standard of business ethics and conduct may lead to disciplinary action, up to and including possible termination of employment. Town employees shall abide by C.R.S. §24-18-104, "Rules of conduct for all public officers, members of the general assembly, local government officials, and employees."

107 CONFLICTS OF INTEREST

Effective Date: Sept. 1, 2020

Revision Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Town wishes to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Town Administrator for more information or questions about conflicts of interest.

1. Town employees shall not place their personal or business interests above the best interests of the Town's constituents. Accordingly, in addition to any other prohibitions established by ordinance or other applicable law, employees of the Town shall not:

- a) Engage in a substantial financial transaction for private business purposes with another employee whom they supervise;
- b) Take any official action directly and substantially affecting their economic benefit, a business or other undertaking in which they have a substantial financial interest or business arrangement;
- c) Disclose or use confidential information acquired in the course of their official duties to further personal financial interests;
- d) Accept a gift of substantial value or a substantial economic benefit which might tend improperly to influence an employee in the discharge of their responsibilities, or which could be construed as a reward for action taken in the course of official duties.
- e) Employee must comply with Colorado Law limiting the amount of gifts that a public employee may receive each year.

Substantial financial interest means an interest owned or held by an employee which is:

- a) An ownership interest in a business;
- b) A creditor interest in a business;
- c) An ownership interest in real or personal property;
- d) A loan or any other debtor interest;
- e) A directorship or officership in a business.

An employee shall be presumed to have a substantial financial interest in any of the above-mentioned interests owned, held or controlled by such officer's spouse or dependent children.

2. No Town employee shall be directly or indirectly interested in any contract with the Town without first fully disclosing such interest to and obtaining the written approval of the Board. Likewise, no Town employee or member of an appointed or elected board shall have any interest in any enterprise or organization doing business with the Town which might interfere with the unbiased discharge of his/her duty to the public in the best interests of the Town without first fully disclosing such interest to and obtaining the written approval of the Board. In the event a question arises as to a possible conflict of interest between any Town employee, or member of an elected or appointed board, and any enterprise or organization doing business with the Town, the question must be presented to the Board for review, investigation, and a final decision.

3. The requirements of this section are in addition to applicable conflict of interest requirements of Federal or State law, or Town ordinances.

108 JOB POSTING

Effective Date: Sept. 1, 2020

Revision Date:

Generally, job openings will be posted at Town Hall and disseminated through the email system. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities). However, the Town reserves its discretionary right to not post a particular opening.

Employees may indicate their interest in open positions and advance within the Town according to their skills and experience. To be eligible to apply for a posted job, employees should have performed competently for at least 365 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension may not be eligible to apply for posted

jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the appropriate hiring party or Department Head listing job-related skills and accomplishments. It should also describe how their current experience with the Town and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions.

109 ORIENTATION AND TRAINING

Effective Date: Sept. 1, 2020

Revision Date:

New employees shall be provided information concerning the Town's pay plan, personnel policies, employee benefits, promotional opportunities, safety and training programs, and other Town policies and programs having a bearing on employment

It shall be the responsibility of each supervisor to orient, or assure orientation is provided to all new employees in regard to policies, goals, objectives, and job-related policies and programs, and any other matter having a bearing on such person's employment in the department assigned. In general, costs for training sessions approved by the department but not sponsored by the Town and held away from Town facilities will be paid out of individual departmental training budgets.

110 ELIGIBILITY FOR REHIRE

Effective Date: Sept. 1, 2020

Revision Date:

Former employees who left employment with the Town of Fairplay in good standing may be considered for rehire. Former employees who were dismissed for disciplinary reasons may not be considered for rehire. A former employee who is rehired will be considered a new employee from the date of re-employment. Length of service for the purpose of benefits is governed by the terms of each benefit plan. Employees who retire may be eligible, in certain circumstances, to be considered for rehire.

111 HIRING OF RELATIVES

Effective Date: Sept. 1, 2020

Revision Date:

The employment of close relatives or individuals involved in a dating relationship in the same department can be disruptive to the workplace. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a close relative is anyone, whether by birth or adoption, a spouse, civil union or domestic partner and any individuals related by blood or adoption. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Close relatives and individuals involved in a dating relationship may not occupy positions where one would directly or indirectly exercise supervisory, appointment, dismissal or disciplinary authority over the other; or where one would audit, receive, or be entrusted with moneys received or handled by the other in the course of employment. The Town reserves the right to take prompt action if an actual conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

When employees of the Town become related or establish a dating relationship and their working relationship is prohibited by this policy, one employee will be required to transfer to another position, provided a position is available, or to resign. If neither affected employee voluntarily transfers or resigns, the Town Administrator shall terminate or transfer one of the employees, at his

discretion.

In other cases where a conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

No person related to the Mayor or a Board of Trustee member by blood, marriage, civil union or domestic partnership within the first or second degree shall be appointed to any full-time or part-time office, position, employment or duty. A relationship in the first degree shall include parents, spouses and domestic partners, children, spouse or domestic partner of children, and siblings. A relationship in the second degree shall include grandparents, grandchildren, uncles, aunts, cousins, nieces and nephews. Such related person may be appointed to seasonal and temporary employment positions. An employee whose relative is elected or appointed to office subsequent to such employee's commencement of full-time or part-time employment may retain the current position.

No person, including those applying for regular full-time or part-time, seasonal, or temporary employment, shall be interviewed, appointed, or hired within a first or second degree of relationship to the Town Administrator.

112 OUTSIDE EMPLOYMENT

Effective Date: Sept. 1, 2020

Revision Date:

Employees may hold outside jobs as long as they meet the performance standards of their job with the Town. All employees will be judged by the same performance standards and will be subject to the Town's scheduling demands, regardless of any existing outside work requirements. If the Town determines an employee's outside work interferes with performance or the ability to meet the requirements of the Town as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Town.

A letter with the Town Administrator's signature must be placed in the officer's or employee's personnel file stating the type of job, location and hours worked.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Town for materials produced or services rendered while performing their jobs.

SECTION 2: EMPLOYMENT STATUS AND RECORDS

201 EMPLOYMENT CATEGORIES

Effective Date: Sept. 1, 2020

Revision Date:

It is the intent of the Town to clarify the definitions of employment classifications so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Town.

Each employee is designated as either *NONEXEMPT* or *EXEMPT* from federal and state wage and hour laws. *NONEXEMPT* employees are entitled to overtime pay under the specific provisions of federal and state laws. *EXEMPT* employees are excluded from specific provisions of federal and state wage and hour laws. An employee's *EXEMPT* or *NONEXEMPT* classification may be changed only upon written notification by the Town Administrator.

In addition to the above categories, each employee will belong to one other employment category, as follows:

OFFICERS: This is a position appointed by the Board of Trustees per Colorado Revised Statutes and the Fairplay Municipal Code. Town Officers include the Town Administrator, Town Clerk, and Town Treasurer

REGULAR FULL-TIME: These are positions that are regularly scheduled to work more than 32 hours per week. Generally, they are eligible for the Town's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME: These are positions that are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for most of the Town's other benefit programs.

TEMPORARY OR SEASONAL: These are positions that are filled by employees hired for a specific period of time or for a specific project and are not eligible for benefits, except as outlined in other sections of this Handbook.

202 ACCESS TO PERSONNEL FILES

Effective Date: Sept. 1, 2020

Revision Date:

The Town maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Town, and access to the information they contain is restricted, subject to the Colorado Open Records Act. Generally, only supervisors and management personnel of the Town who have a legitimate reason to review information in a file are allowed to do so. All personnel records are maintained in compliance with the laws related to public records. No documents shall be released from a personnel record, except as required by the Colorado Open Records Act, without a written request from the employee designating the documents to be released and the person or entity to which the release is to be made, and indemnifying and holding harmless the Town from liability, claims, and demands resulting from such release.

Employees who wish to review their own file should contact the Town Treasurer. With reasonable advance notice, employees may review their own personnel files, except for any previous employer recommendations or references contained therein, in the Town's offices and in the presence of a Town representative. An employee shall have the opportunity to submit a letter to the file, responding to or rebutting information contained in his/her file.

203 EMPLOYMENT REFERENCE CHECKS

Effective Date: Sept. 1, 2020

Revision Date:

Unless required by a valid court order or the law, at the written request of the subject employee, or the employee provides a signed written release, the Town will furnish only the following information about past or present Town employees:

- a) Dates of employment
- b) Current job title or job title at date of separation from employment
- c) Verification of salary information

No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry, unless the release is authorized or required by the Colorado Open Records Act. All requests for information regarding past or present Town employees shall be directed to the Town Administrator.

204 PERSONNEL DATA CHANGES

Effective Date: Sept. 1, 2020

Revision Date:

It is the responsibility of each employee to promptly notify the Town of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Town Treasurer.

205 EMPLOYMENT APPLICATIONS

Effective Date: Sept. 1, 2020

Revision Date:

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

206 PERFORMANCE EVALUATION

Effective Date: Sept. 1, 2020

Revision Date:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, ongoing basis. Formal performance evaluations are generally conducted at the end of an employee's initial period (6 months) in any new position. This introductory period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The performance of all employees is generally evaluated according to an ongoing 12-month cycle. Nothing in this policy should be construed as granting employees a right to an evaluation. Merit-based pay adjustments or bonuses may be awarded by the Town in an effort to recognize outstanding employee performance. The decision to award such an adjustment is dependent upon numerous factors, including, but not limited to, the information documented by this formal performance evaluation process.

All evaluation forms, following completion, shall be signed by the supervisor and the employee, and then forwarded to the Town Administrator for review and approval. The evaluation process permits oral and written responses by the employee being evaluated. Original, signed performance evaluations are filed in the employee's personnel file.

207 JOB DESCRIPTIONS

Effective Date: Sept. 1, 2020

Revision Date:

The Town maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Town Administrator and the Department Head prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your supervisor if you have any questions or concerns about your job description.

208 SALARY ADMINISTRATION

Effective Date: Sept. 1, 2020

Revision Date:

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The Town periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments or bonuses may be awarded in conjunction with outstanding employee performance documented by the performance evaluation process, as well as other contributing factors.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Town Treasurer is also available to answer specific questions about the salary administration program.

209 MEDICAL INFORMATION PRIVACY

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to maintaining and protecting the confidentiality of our employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Town Treasurer is the designated Privacy Officer for all employee medical information.

210 SOCIAL SECURITY NUMBER PRIVACY

Effective Date: Sept. 1, 2020

Revision Date:

To protect employees' personal information, Town prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law. The Town will not:

- Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- Print an employee's Social Security number on any card required for the employee to access products or services provided by the Town.
- Require an employee to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require an employee to use his or her Social Security number to access an Internet web site, unless a password or unique personal identification number or another authentication device is also required to access the Internet web site.
- Print an employee's Social Security number on any materials that are mailed to the employee, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

SECTION 3: BENEFIT PROGRAMS

301 EMPLOYEE BENEFITS

Effective Date: Sept. 1, 2020

Revision Date:

Regular full-time employees, working a minimum of 32 hours per week are eligible for benefits, such as group medical, dental, vision, life, and disability insurance coverage programs through the Town. Unless noted otherwise in these policies, regular part-time and temporary or seasonal employees are not eligible to receive benefits including insurance, retirement, leave, and holidays. The Town covers all employees in the manner prescribed by law for Social Security, workers' compensation, and unemployment insurance.

In the event the Handbook information conflicts with the actual terms and conditions of coverage, the latter governs. For detailed information describing the insurance coverages or to obtain Summary Plan Descriptions, contact the Town Office.

302 HEALTH, DENTAL, AND VISION INSURANCE

Effective Date: Sept. 1, 2020

Revision Date:

Regular full-time employees and their dependents are eligible to participate in the Town's medical, dental, and vision insurance programs on the first day of the month following their start date and subject to all terms and conditions of the agreement between the Town and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee and his/her qualified dependents for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD), which can be obtained from the Town Treasurer. An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees.

303 BENEFITS CONTINUATION (COBRA)

Effective Date: Sept. 1, 2020

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. It is the responsibility of the employee to notify the Town Treasurer of any qualifying events stated above in order to comply with the distribution of COBRA notifications for continued coverage.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town's group rates plus an administration fee. Town provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Town's health insurance plan. The notice contains important information about the employee's rights and obligations.

304 WORKERS' COMPENSATION INSURANCE

Effective Date: Sept. 1, 2020

Revision Date:

Employees are covered for employment-related injury or illness by the Colorado Worker's Compensation Act. Under the Act, an employee may receive benefits for missing work as a result of an employment-related injury or illness. Delay in reporting a work-related injury or illness may result in a reduction of benefits under the Act.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately, but no later than seventy-two (72) hours following the accident, no matter how minor an on-the-job injury may appear. Employees shall cooperate in a timely manner with written reports, forms and other requests required by the supervisor, the Board of Trustees or its agents, insurance companies, or other authorities.

If medical treatment is needed, it must be provided from a Town-designated provider. In the event a workers' compensation injury requires time off from work, the employee may, at his/her option, use accrued PTO, Comp Time, or Prior Sick Leave to supplement workers' compensation benefits not to exceed his/her regular salary for the applicable period.

The Town will attempt to reasonably accommodate an employee who is released by his/her physician for modified duty after a workers' compensation injury or illness. Modified duty must be approved by the Town Administrator in coordination with the employee's department head.

305 MODIFIED DUTY/TEMPORARY RE-ASSIGNMENT

Effective Date: Sept. 1, 2020

Revision Date:

Modified duty or temporary work reassignment may be considered when a full-time employee is unable to perform his/her regular duties due to a work-related injury or illness. The types of modified duty/temporary job reassignment available may include:

1. Job restructuring by reallocating or redistributing of appropriate job functions, or by altering when and/or how such functions are performed.
2. Reassignment to another, vacant position, if appropriate.
3. Other methods as warranted.

The following conditions must be met by an employee seeking modified duty/temporary reassignment:

1. The employee must provide a WORK STATUS form from the designated physician indicating he/she is unable to perform his/her regularly assigned duties. The form must contain the physician's estimation of the timeframe the condition is expected to exist, and a statement from the physician releasing the employee to return to work for the modified duty/temporary reassignment. Limitations or restrictions shall be specifically documented on the WORK STATUS form by the physician; the physician shall also verify on the form that the modified duty or temporary re-assignment can be performed by the employee and is within the employee's limitations or restrictions.
2. The department head must determine that modified duty/temporary reassignment is available within the department or another department, that the modified duty/temporary reassignment is consistent with the limitations and restrictions indicated by the physician, and that the modified duty/temporary reassignment is not imposing undue hardship on operations. If the reassignment is to a position created as a temporary job, the duration of assignment shall be limited to the temporary period established for the job.

The department head will be responsible for overseeing the modified duty/temporary reassignment and tracking the number of hours worked by the employee each week.

Regular updates from the physician shall be required by the Town during the modified duty/temporary reassignment period. All information from the physician shall be collected and maintained on separate forms in separate medical files and shall be treated as a confidential medical record except as otherwise permitted or required by law.

The modified duty/temporary reassignment shall be evaluated every two weeks by the employee's department head and the Town Administrator, regarding continuation or termination of modified duty/temporary reassignment.

A physician's release authorizing the employee to return to full regular duty shall be required before the employee may be returned to his/her original position. In no way shall modified duty/temporary reassignment confer any continuing right on the employee to occupy the position as modified, or the position to which he/she is temporarily reassigned, or any other position.

An employee who refuses a medically authorized modified employment may be subject to reduction or termination of certain workers' compensation benefits as provided by law.

Modified duty/temporary reassignment is not available for a non-work-related injury or illness.

306 LIFE INSURANCE

Effective Date: Sept. 1, 2020

Revision Date:

Life insurance offers you and your family important financial protection. The Town provides a basic life insurance plan for regular full-time employees.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees.

307 RETIREMENT SAVINGS PLANS

Effective Date: Sept. 1, 2020

Revision Date:

In addition, the Town provides regular full-time employees the following retirement plans:

401 (a) Retirement Plan – Based on your salary, the Town contributes to a 401(a)-retirement plan on your behalf; details are available at Town offices.

Fire and Police Pension Association (FPPA) Pension Plan (sworn police officers only) – Officers in the Police Department are covered under the FPPA pension plan as provided by law and instead of participation in social security.

457 Defined Contribution Plan – Employees may contribute to a tax-deferred retirement account. This is a voluntary plan that the Town does not contribute to.

Complete details of the retirement plans are described in the Summary Plan Description provided to eligible employees. Contact the Town Treasurer for more information about the retirement plans.

308 SHORT/LONG-TERM DISABILITY

Effective Date: Sept. 1, 2020

Revision Date:

The Town provides access to a short/long-term disability (STD/LTD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Eligible employees may participate in the STD/LTD plan subject to all terms and conditions as outlined by the provider.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD/LTD coverage.

Details of the STD/LTD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Sworn Police Officers who qualify are eligible for disability benefits under the Colorado Fire & Police Pension Association. Contact the Town Treasurer for more information about STD/LTD benefits.

Employees who must be absent from work are expected to notify their supervisor within a reasonable time to accommodate work schedules. If an employee knows that he or she will need to take time off in advance, the employee must submit a request to use Paid Time Off (PTO, as described in this Section 4) to the employee's supervisor.

If an employee cannot give advance notice of the need for time off due to circumstances beyond his or her control, such as illness, the employee must call his or her supervisor at least one (1) hour before his or her scheduled starting time, if possible. All leave requests must be approved by a supervisor. Requested leave may be denied and approved leave may be rescinded when overriding Town needs dictate the employee's presence is required at work.

No leave period or combination of leaves will be authorized beyond 12 consecutive weeks except as specifically authorized by the Town Administrator.

401 PERSONAL TIME OFF (PTO)

Effective Date: Sept. 1, 2020

Revision Date:

Paid time off (PTO) is the policy of the Town for vacation and/or sick leave. It is the intent of the Town to provide for and allow employees to use accrued PTO for any approved personal matter, whether it is used for vacation, sick leave, personal leave or for any other paid-time off that the employee requested and is approved. Part-time employees shall not be entitled to and shall not receive paid time off. No officer or employee shall accrue any PTO until he/she has worked for the Town for at least one calendar month. At the time an officer or employee is employed by the Town for one calendar month, he/she shall receive 16 PTO hours. Thereafter, PTO is accrued monthly according to the following schedule:

- Each full-time officer or employee having more than one month of continuous service with the Town but less than one year of continuous service with the Town shall accrue PTO leave at the rate of sixteen hours per month.
- Each full-time officer or employee having more than one year of continuous service with the Town but less than five years of continuous service with the Town shall accrue PTO leave at the rate of twenty hours per month.
- Each full-time officer or employee having more than five years of continuous service with the Town but less than ten years of continuous service with the Town shall accrue PTO leave at the rate of twenty-four hours per month.
- Each full-time officer or employee having more than ten years of continuous service with the Town shall accrue PTO leave at the rate of twenty-eight hours per month.

PTO hours will be paid at an employee's base pay rate, with no additions for overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Time on vacation is not counted toward or paid as overtime for nonexempt employees.

Notification of PTO Use/Vacation Scheduling

Notification of use of PTO shall be requested at the earliest possible time, but no later than a minimum of two hours prior to the use of such time. Vacation and leave scheduling can be difficult during certain times of the year. Vacations are scheduled at the discretion of the employee's supervisor and the Town. Vacation and leave requests will be considered in the order they are received. In case of conflicting requests, the first submitted request will be given scheduling priority. To apply for vacation or leave, employees must ask the Town Treasurer for a Vacation/Leave Request Form, fill it out, have their supervisor approve it, then submit it to the Town Treasurer with their time sheet. The Town retains the right to approve and deny time away from work requests.

Effect of Holidays on Vacation

When a paid legal holiday falls during an employee's scheduled vacation, such holiday shall not be considered vacation time.

Maximum Accumulation of PTO/Compensatory Time

Officers and employees may not accumulate more than the following schedule:

- One month – one year = 192 hours
- One – five years = 240 hours
- Five – ten years = 288 hours
- Over ten years = 336 hours

All PTO hours accumulated more than the allowable maximum shall be forfeited.

PTO Buy-Back Provisions

- Regular employees and officers may, in a calendar year, exchange up to a maximum of 120 hours of accrued but unused Personal Time Off at a 1.5 for 1 ratio (120 hours/1.5 = 80 hours pay at regular hourly rate).
- Employees wishing to exercise this Town buy-back option may not reduce their PTO leave balance below a minimum level of 120 hours.
- Employees may use the buy-back provision two (2) times in a calendar year and requests must be submitted on a form provided by the Town Treasurer for such purpose.

Opportunity for Leave and Waiving of Vacations

Every officer and employee shall be afforded the opportunity to take annual vacation. No officer or employee shall lose any PTO to which he/she is entitled when Town operations require his/her presence on the job. No officer or employee shall be permitted to waive vacation leave for the purpose of receiving extra compensation, except as stated in the PTO Buy-Back Provisions.

Unused Accrued Paid Time Off Paid Upon Termination

Upon termination of employment from the Town, an officer or employee shall be paid at their current regular hourly rate for all PTO hours accumulated but not used, to the date of termination, not to exceed the maximum accumulated days provided for in Section 13.4. In the event of the death of the employee, unused paid time off is payable to the employee's estate, not to exceed the maximum accumulated days provided for in Section 13.4.

402 UNSCHEDULED PERSONAL TIME OFF (PTO)

Unscheduled PTO should be requested as soon as an employee knows that illness or any other emergency will require absence from work, preferably one day in advance. An employee shall personally communicate this fact to the supervisor or his/her designee, as early as reasonably required by the individual department. Such notification shall be made each time a scheduled work shift will be missed unless authorization has been granted by the supervisor for a prolonged absence of a specified duration. Absences not reported in accordance with these provisions may be subject to disciplinary action.

Verification of Need for Unscheduled PTO – The employee may be required to furnish medical verification, or other proof that any unscheduled use of PTO was unavoidable, to his/her Department Head or the Town Administrator. In the case of any unscheduled use of PTO due to personal illness or injury, the Town may require, at the expense of the employee, medical confirmation that the employee is fit to return to work.

Excessive Use of Unscheduled PTO – The unscheduled use of PTO, which is considered excessive by the Town, may be subject to discipline. Abuse of unscheduled leave may be subject to disciplinary action up to and including discharge. Excessive use of unscheduled PTO shall be documented to the employee's personnel file and will reflect negatively on the employee evaluation. All consecutive workday absences shall be considered as one occasion for the purpose of this policy.

403 LEAVE OF ABSENCE WITHOUT PAY

Effective Date: Sept. 1, 2020

Revision Date:

Department Heads, with the approval of the Town Administrator, may (but are not required to) grant leave without pay to a full-time employee for a period not to exceed one year. Officers may be granted leave without pay by the Town Board of Trustees. Such leave shall only be granted when the employee submits a written request setting forth the reasons for the proposed absence, and when it is desirable to retain the services of the employee for the future. Such leave shall be granted after the use of any accrued annual leave. During the officers or employee's absence on extended leave without pay, the vacant position may be filled by a new appointment, temporary promotion, or temporary assignment. On expiration of the approved leave, the officer or employee shall be reinstated to the position he vacated, or to any other vacant position in the same grade for which he qualifies. PTO benefits do not accrue during an absence of leave without pay, nor will the Town make any contributions during that period for retirement, health benefits or any other town paid benefits. Holidays that fall within this period are not paid. However, the officer or employee may participate in group insurance programs during the period of extended leave without pay, provided that he deposits with the Town the amounts necessary to cover the total cost of his/her premium.

404 HOLIDAYS

Effective Date: Sept. 1, 2020

Revision Date:

The Town will grant paid holiday time off to all regular full-time employees on the holidays listed below during the benefit year (calendar). Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) for eight hours per holiday. Police Department holidays may vary.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Friday Following Thanksgiving
- Christmas (December 25)
- Day before or after Christmas/Town Administrator decision

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

The Town Administrator, in conjunction with Department Heads may make such changes that are necessary for public accommodation, providing there are no changes to the over-all approved holiday hours provided to employees.

If an employee's religious beliefs require observance of a holiday not included in the holiday schedule, the employee may, with his/her Department Head's approval, take a day off using PTO, compensatory time, or leave without pay.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. The Board of Trustees reserves the right to amend any of these holidays.

405 BEREAVEMENT LEAVE

Effective Date: Sept. 1, 2020

Revision Date:

Regular full-time employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The supervisor may, in his/her discretion, grant up to five (5) days with pay.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

The Town generally defines "immediate family" as the employee's spouse, parent, child, sibling, grandparents, or grandchildren; and the parents, siblings, or children of the employee's spouse. The Town Administrator, in conjunction with Department Heads may grant bereavement leave in other cases as deemed appropriate.

Bereavement leave shall not be granted for settlement of estates or for any other matter except required time to travel to, attend, and return from the funeral. Leave taken in excess of that required to attend the funeral shall be charged as PTO, or leave without pay, as determined appropriate by the Department Head.

406 PAID MATERNITY LEAVE

Effective Date: Sept. 1, 2020

Revision Date:

The Town provides a paid Maternity Leave benefit (STD) to regular full-time employees after twelve (12) months of regular full-time employment with the Town. Temporary employment does not count toward the twelve (12) months requirement. Maternity leave is for a period of two hundred forty (240) regularly scheduled work hours.

An employee will receive 50% of normal salary during the regularly scheduled work hours of maternity leave. After the onset of the 60% maternity leave benefit, remaining PTO, Prior Sick Leave, and compensatory time may be used to supplement the maternity leave benefit to equal an employee's regular pay during the maternity leave.

The Town will continue its normal Social Security contributions, if applicable, normal retirement contributions, and insurance contributions, from both the Town and the employee, during the maternity leave period.

While off work during maternity leave, an employee will not accrue PTO. If a declared holiday falls within an employee's period of maternity leave, the employee will receive a holiday leave benefit in accordance with the holiday leave provisions in Section 405 of this Handbook.

407 PAID FAMILY LEAVE

Effective Date: Sept. 1, 2020

Revision Date:

Only employees designated as regular full-time employees are eligible for paid family leave after twelve (12) months of regular Town employment. Any time as a temporary or seasonal employee does not count toward the twelve (12) months requirement for family leave. Family leave is available for a maximum of eighty (80) regularly scheduled work hours.

An eligible employee may take family leave for one or more of the following reasons:

- a) Father's attendance at the birth of his child
- b) Parent's care of a newborn after the birth of his or her child
- c) Placement of a son or daughter with the employee for adoption or foster care
- d) To care for an immediate family member who has a serious health condition, as defined by the Family Medical Leave Act

For purposes of this policy, an employee's "immediate family" includes his or her spouse, children, parent, grandparents, grandchildren or siblings, and the parents, siblings, or children of the employee's spouse.

An employee will receive 50% of normal salary during the regularly scheduled work hours of family leave. After the onset of the 60% family leave benefit, remaining PTO, Prior Sick Leave, and compensatory time may be used to supplement the family leave benefit to equal an employee's regular pay during the family leave or extend the paid family leave with prior supervisor approval.

The Town will continue its normal Social Security contributions, if applicable, normal retirement contributions, and insurance contributions, from both the Town and the employee during the family leave period. While off work during family leave, an employee will not accrue PTO. If a declared holiday falls within an employee's period of family leave, the employee will receive a holiday leave benefit in accordance with the holiday leave provisions in Section 405 of this Handbook.

408 LEAVE OF ABSENCE – FAMILY AND MEDICAL LEAVE

Effective Date: Sept. 1, 2020

Revision Date:

Employees may be eligible for unpaid leave per year for the following reasons:

- a) To care for the employee's spouse, domestic, or civil union partner, son or daughter, or parent, who has a serious health condition.
- b) Serious health condition that makes the employee unable to perform the essential functions of his or her position.
- c) Because of a serious injury or illness incurred in the line of duty of employee's spouse, son, daughter, parent, or next of kin who is a current member of the Armed Forces, including a member of the National Guard or Reserves.

Eligibility for Leave

Eligibility for leave is as follows:

- a) Any employee who has been employed by the Town at least 12 months and has worked at least 1,250 hours during the 12 months preceding the commencement of leave of absence is eligible for Leave if certain conditions are met.
- b) Employees who return to work from Leave will be returned to their same job or an equivalent position. Certain highly compensated employees (key employees) may have limited reinstatement rights.
- c) If the necessity for leave is foreseeable, the employee must notify his supervisor of the request for leave 30 days prior to the first day of leave, or as soon as is practicable. If the leave is foreseeable based on a planned medical leave, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt departmental operations. If the leave is unforeseeable, the employee is expected to give notice to the employer of the need for Leave as soon as practicable under the circumstances, i.e., within one or two working days.
- d) An employee requesting leave must complete a Leave Request Form, stating the reason for the leave, the starting date, and the planned date of return to work. Medical certification is required for any serious health condition and must specify the work restrictions and the duration of the work restriction. For leaves stemming from the medical condition of a family member, the medical statement must specify that the employee is needed to care for the family member. The Town may require second and third medical opinions at the Town's expense.
- e) Employees who intend to take a Leave of Absence must give at least thirty (30) days' notice when circumstances permit. When advance notice is not possible, an employee needing leave must call his or her supervisor to report an absence from work, as practicable.

Definition of a Serious Health Condition

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

Leave Duration

Each eligible employee may be granted medical and/or family leave for up to 12 weeks during a 12-month period. The 12-month period is measured forward from the date an employee's first Leave begins. In cases in which both spouses or civil union partners who both work for the Town, the spouses are limited to an aggregate of 12 weeks of leave during this 12-month period unless the leave is necessitated by the serious health condition of the employee or that of the employee's spouse or child.

Employees will be required to use all accrued compensatory time, Prior Sick Leave, and PTO at the beginning of any Leave, except that the employee may retain a balance of 8 hours of PTO leave. Employees shall be paid on leave while they are using accrued PTO, Prior Sick Leave, or compensatory time. After all accrued time is used, Family and Medical Leave shall be unpaid.

Benefits During Leave

If an employee is on the Town's health plan, the benefits continue while on Leave. Employees must continue to pay their portion of any insurance premiums while on leave. As with other types of unpaid leave, PTO and holiday leave will not accrue when an employee is on unpaid status. Bereavement leave or jury duty pay are not granted if on unpaid leave. However, employment benefits accrued by the employee up to the day on which Family and Medical leave of absence begins are not lost.

In the event that the employee fails to return from Leave, the employee may be liable for the premiums paid by the Town to maintain insurance coverage unless:

- a) The employee's failure to return to work stems from the continuation, recurrence, or onset of a serious health condition of the employee or a family member; or
- b) The failure to return stems from circumstances beyond the control of the employee.

Return from Leave

An employee on leave is required to report periodically on their status and intent to report to work. An employee returning from leave will be reinstated to the same or an equivalent position when possible. Certain highly compensated employees may have limited reinstatement rights. Medical certification is required verifying an employee's ability to return to work from medical leave. Failure to return to work on the day after the expiration of leave will normally result in separation of employment.

Reduced Work Schedule/Intermittent Leave

In a limited circumstance as described below, an employee who is eligible for Leave may request and be permitted to work on a reduced schedule or receive periodic time off from work. The Town reserves the right to temporarily transfer the employee to a comparable position that better accommodates the employee's recurring periods of leave. The Town may review the individual circumstances involved in considering a reduced schedule or intermittent leave requests. The Town may take into account the needs of the employee's department, the employee's length of service, and the employee's duties, workload and job performance in making such decisions. Any time off permitted, based on a reduced work schedule or intermittent leave, will be treated in the same manner as other absences under the family and medical leave policy and such absences will be applied against the leave permitted under this policy.

409 MILITARY LEAVE

Effective Date: Sept. 1, 2020

Revision Date:

Full-time employees who are members of the National Guard or reserve forces are entitled to military leave without loss of pay, benefits or status for no more than fifteen (15) working days each calendar year while they are engaged in training or other service under orders. Any employee who is required to continue in military service beyond the time allowed for military leave shall be afforded leave without pay for the duration of his or her service and shall be reinstated to full employment rights upon separation from military service as required by law, provided he or she reports to the Town for work within ninety (90) days from such separation.

Employees on military leave are paid the difference between their regular straight time pay and the pay received for military service for up to ten (10) working days per calendar year. To receive such pay, an employee must provide a military pay statement verifying the amount received by him or her for military service. Accrued PTO may be used for any unpaid portion of an employee's military

leave.

When circumstances permit, employees taking military leave shall submit a written request for leave at least thirty (30) days in advance of the time they are scheduled for active duty or training.

Continuation of health insurance benefits is available as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA) based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy or is in outpatient status, or is on temporary disability retired list for a serious illness or injury. A serious injury or illness is one that is incurred by a service member in the line of duty or active duty that may cause the service member to be medically unfit to perform job duties. A serious injury or illness includes injuries and illnesses that existed before active duty and that were aggravated by active duty service. When combined with other FMLA qualifying leave, total leave may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

Contact the Town Treasurer for more information or questions about military leave.

410 JURY DUTY/COURT TIME

Effective Date: Sept. 1, 2020

Revision Date:

A regular full-time employee who is summoned for jury duty or subpoenaed in connection with his/her employment during a regularly scheduled work time shall be compensated for the scheduled hours. A copy of the subpoena or order requiring such duty must be submitted with a leave request in order for such compensation to be paid. As a condition of the receipt of such pay, any stipend paid to the employee for jury service or as a witness fee must be paid to the Town or an equivalent amount deducted from the employee's pay.

411 VOTING

Effective Date: Sept. 1, 2020

Revision Date:

Any employee whose work schedule effectively prevents voting before or after work hours shall be permitted paid leave not exceeding two hours for the purpose of voting. No such paid leave shall apply to any employee whose work schedule is such that there are three or more hours between time of opening and the time of closing of the polling site during which the employee is not required to be on the job.

4.12 NURSING MOTHERS

Effective Date: Sept. 1, 2020

Revision Date:

The Town will provide a private space and time will be permitted for nursing mothers to express milk during the workday. Employees requiring this accommodation should contact the Town Treasurer.

4.13 COLORADO FAMILY CARES ACT ("CFCA")

Under CRS § 8-13.3-201, an employee is eligible for leave under the Colorado Family Care Act if he or she meets the eligibility requirements described in the federal Family and Medical Leave Act ("FMLA"), including those governing length of service and number of hours worked. Employees may use Colorado Family Care Act leave to care for a person who has a serious health condition, as defined under the FMLA, if that person is:

- A. The employee's partner in a civil union (as defined under state law); or
- B. The employee's registered domestic partner and has registered the partnership with a municipality or the state. [NOTE: the employer may also simply recognize the partnership for purposes of Colorado Family Care Act eligibility]

An eligible employee may take up to 12 weeks of unpaid leave in the designated 12-month period to care for his or her partner in a civil union or domestic partner in accordance with state law. Colorado Family Care Act leave does not count against the employee's entitlement to federal FMLA, unless otherwise provided by law. However, leave taken under the FMLA runs concurrently with and "counts against" an employee's entitlement to leave under the Colorado Family Care Act during the relevant 12-month period.

Employees seeking leave under this policy must comply with the eligibility, notice, certification and other requirements described in the Town's Family and Medical Leave policy and will be required to provide reasonable documentation of the family relationship.

If you require leave under this policy or have questions about eligibility, please contact the Town Treasurer.

An eligible employee is provided up to 12 weeks of unpaid leave to care for his or her civil union or domestic partner with serious health conditions. This leave does not count against the employee's entitlement to federal FMLA leave because partners in civil unions and domestic partners are not considered spouses under the FMLA. However, FMLA leave runs concurrently with and "counts against" an employee's entitlement to leave under the Colorado Family Care Act during the relevant 12-month period. If you believe you may be eligible for leave under the CFCA, please contact the Town Treasurer.

SECTION 5: TIMEKEEPING/PAYROLL/WORK HOURS

501 TIMEKEEPING

Effective Date: Sept. 1, 2020

Revision Date:

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Town to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Overtime work must always be approved before it is performed.

Employees should submit their time record by no later than 10:00 am on the Monday prior to a scheduled payday in order to allow department heads time to review and approve them for submission to Payroll by close of business.

An employee certifies that the time report is accurate when they submit their time record to their supervisor. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. Employees must report any errors in time records to the Director as soon as discovered.

502 OVERTIME

Effective Date: Sept. 1, 2020

Revision Date:

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments, or the Town may require employees to work overtime. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, PTO, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

For all non-exempt employees, overtime is defined as authorized hours worked in excess of:

- a) Forty (40) hours in a seven (7) day week; or
- b) 80 hours within a 14-day work period for sworn law enforcement officers.

Regular full-time and regular part-time employees may receive Compensatory Time (Comp Time) in lieu of pay for overtime earned at a rate of one and one-half times their hourly rate. Seasonal employees are paid out overtime at a rate of one and one-half times their hourly rate.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

There may be rare situations (for a police officer, as an example) when overtime must be incurred in order to provide essential public safety functions and it is not possible to gain prior approval from a supervisor. Supervisors are expected to anticipate such situations and have a protocol to handle this when relevant to their department.

503 COMPENSATORY TIME

Effective Date: Sept. 1, 2020

Revision Date:

Compensatory Time – Non-exempt Full-time Employees

Employees are expected to work necessary overtime when requested to do so, and non-exempt full-time employees may receive time and one-half compensatory time for time worked exceeding 40 hours in any given work week or 80 hours in a two-week work period for sworn law enforcement officers.

Compensatory time off must be requested by the employee and authorized by the appropriate supervisor. If time off is not practical, the supervisor can deny a compensatory time request and opt for payment of compensatory time.

Exempt Employees

It is recognized that due to the nature of their employment, it is sometimes necessary for exempt employees to adjust their schedules to avoid excessive amounts of overtime. For example, if an exempt employee needs to report to work late after attending an evening meeting or leaves early on Friday after an extra heavy week of work this is acceptable upon notification to their staff and the Town Administrator. If the Town Administrator or any member of the Board asks for justification for not reporting to work on time or for leaving early, the employee shall provide this justification. Exempt employees characteristically work in excess of forty hours per workweek and are generally paid at a higher salary than non-exempt employees to compensate them for this; therefore, flextime is not monitored on an hour for hour basis and exempt employees should not expect hour for hour flextime compensation. Flextime is not accruable and therefore must be used within one month. Abuse of this privilege may result in immediate termination. The Town Board encourages its exempt employees to keep their schedule reasonable and flexible so that they are not consistently working over forty hours per week.

Accumulated Compensatory Time

Non-exempt employees shall be allowed to accumulate no more than 60 hours of unused compensatory time. Any non-exempt employee may be directed to use accrued but unused compensatory time where he or she has accumulated the maximum permissible number of hours or, in the alternative, the employee may be precluded from earning additional compensatory time until hours are used (and will be paid at 1.5 times regular wages for any additional hours of overtime). The Town Administrator may, depending on available revenues, reimburse employees for accrued but unused compensatory time over 40 hours at the overtime rate in effect when earned. Non-exempt employees shall use compensatory time accrued within ninety (90) days of earning it whenever possible.

Upon separation from employment or retirement, unused compensatory time will be paid for accrued but unused compensatory time at the higher of the employee's final regular rate of pay or the average regular rate during his or her last three years of employment.

Employees promoted from a non-exempt position to an exempt position will be paid out accumulated compensatory time prior to the effective date of promotion.

504 PAYDAYS

Effective Date: Sept. 1, 2020

Revision Date:

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees are strongly encouraged to participate in Direct Deposit. For more information, please contact our Town Treasurer. The Town Treasurer can direct deposit an employee's paycheck in any United States banking institution, up to a maximum of 5 accounts. Pay stubs will be distributed on the Wednesday preceding a Friday payroll by email or in person, in the same manner as a paycheck. The Town Treasurer keeps on file the appropriate Direct Deposit and payroll payment forms, which each

employee signs at the time of employee orientation. The Town does not accommodate requests for an advance on an employee's pay.

505 SEPARATION FROM EMPLOYMENT

Effective Date: Sept. 1, 2020

Revision Date:

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances under which employment is ended:

Resignation

Resignation is a voluntary act of separation from employment initiated by the employee. When an employee leaves Town employment for personal reasons it is requested, in the spirit of good faith, to provide, in writing, as much notice as possible to the direct supervisor and the Department Head, the anticipated separation date. An employee wishing to leave employment with the Town should submit a written resignation to his/her immediate supervisor. As a professional courtesy to the Town, the notice should be provided at least two (2) weeks in advance of the effective date of separation. The adequate notice period should not include holiday hours or scheduled Paid Time Off (PTO). The last day of employment must actually be a work day and not a PTO or paid holiday.

An employee, who, without authorization, fails to report for work for three (3) consecutive working days, may be considered to have resigned voluntarily as of the end of the third consecutive day. The Department Head shall provide written notice to the employee that the resignation has been accepted and the position has been declared vacant.

Reduction in Force

When warranted by changes in Town operations or by fiscal circumstances, the Town budget may be amended to impose a reduction in force in one or more departments. The Town Administrator shall then notify the affected employee or employees, if reasonably possible, at least two weeks in advance of such reductions.

A reduction of the number of employees in any department shall be made in the following order:

- a) Temporary or seasonal employees; then
- b) Introductory period employees; then
- c) Regular full-time and part-time employees.

If an eligible list exists for a position in which a reduction in force has occurred, the name of each employee to whom the reduction applies shall be placed at the highest ranking on the eligible list for a period not to exceed one year.

Discharge

Employment with the Town is terminable at-will. Any employee may be discharged with or without cause, at the sole discretion of and without prior notice from the Town Administrator.

The Town Treasurer will provide separating employees with an exit questionnaire and overview outlining the separation process and requirements, including the return of Town issued property. Unless the separation is involuntary, final pay checks (including PTO, required premiums, etc.) will be processed on the next regularly scheduled payroll date. An employee who fails to return Town property upon separation may have the estimated cost of the property reduced from his or her final check and may be subject to criminal charges.

506 ADMINISTRATIVE PAY CORRECTIONS

Effective Date: Sept. 1, 2020

Revision Date:

The Town takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Department Head and Finance Office so corrections can be made as quickly as possible.

507 PAY DEDUCTIONS AND SETOFFS

Effective Date: Sept. 1, 2020

Revision Date:

The law requires the Town make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Town also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". The Town matches the amount of Social Security taxes paid by each employee.

The Town offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Pay setoffs are pay deductions taken by the Town, usually to help pay off a debt or obligation to the Town or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, contact the Department Head or Town Treasurer.

In addition, it is the policy of the Town to comply with the salary basis requirements of the FLSA for exempt employees. The Town prohibits all managers from making any improper deduction from the salary of an exempt employee in violation of the FLSA. That means that deductions may be made from an exempt employee's pay (leave without pay) when an exempt employee is absent from work for personal reasons, including sickness or disability, and does not have any remaining accrued PTO, or for unpaid disciplinary suspensions imposed by the Town in good faith for workplace conduct rule infractions. If an exempt employee believes an improper deduction has been made to his or her salary, this information should be reported to the Town Administrator. Reports of improper deductions will be promptly investigated and if it is determined an improper deduction has occurred, the employee will be promptly reimbursed.

SECTION 6: WORK CONDITIONS

601 SAFETY

Effective Date: Sept. 1, 2020

Revision Date:

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the Town follows an established workplace safety program as provided by the Town's insurance provider. This program is a top priority for the Town. The Town Treasurer and Department Heads have the responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The Town provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Town Treasurer. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Town Treasurer or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

602 WORK SCHEDULES

Effective Date: Sept. 1, 2020

Revision Date:

The normal work schedule for all general employees will include a 40 hour work week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

603 SMOKING

Effective Date: Sept. 1, 2020

Revision Date:

In keeping with Town's intent to provide a safe and healthful work environment, smoking and use of any tobacco or marijuana products, including e-cigarettes, are prohibited throughout the workplace, including Town vehicles. This policy applies equally to all employees, customers, and visitors.

604 REST AND MEAL PERIODS

Effective Date: Sept. 1, 2020

Revision Date:

Each workday, full-time nonexempt employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time regular employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

605 USE OF EQUIPMENT AND VEHICLES

Effective Date: Sept. 1, 2020

Revision Date:

Town vehicles may be used only for the purposes and in the manner authorized by the Town Administrator. Only authorized, qualified, and licensed employees may operate Town vehicles. Only authorized Town employees and other persons may ride as passengers in Town vehicles. All vehicles shall be operated in accordance with all applicable traffic laws, and vehicle operators shall be responsible for the condition and proper use of the vehicles. When using equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees shall notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Equipment or vehicle accidents, with or without injury or damage, must be reported to the supervisor immediately on appropriate forms.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Seat belts must be used at all times while operating a Town vehicle.

606 CREDIT CARD POLICY

Effective Date: Sept. 1, 2020 Revision

Date:

The Town of Fairplay credit card may be used for small office equipment, supplies, and services. All purchases made with the credit card must be for expenses associated with official Town business. Use of the credit card for inappropriate or personal items may result in appropriate disciplinary action up to and including termination.

Obtaining a Card All Department Heads are eligible to obtain a Town of Fairplay Credit Card. The Department Head may request a full-time permanent Town employee on their staff be authorized to receive a credit card. The request should be in writing to the Town Treasurer and the Town Administrator.

Keeping Your Card Secure Always keep your card in a secure place. Just as you would your personal credit card, treat it as if it were cash. Each cardholder is directly responsible for the physical security of the card.

Sales Tax Exemption The Town of Fairplay is sales tax exempt. All in state and many out-state suppliers honor this exemption. Cardholders must advise vendors of our tax-exempt status prior to placing an order. If required by the vendor a copy of the Town's tax-exempt certificate may be provided.

Limitations Specific to Your Card All Cards have a limit of \$3,000. The Town Treasurer may adjust the limits upward when appropriate justification is provided.

How to use the Credit Card The Cardholder is liable to the Town of Fairplay for the proper use of the card. Making unauthorized purchases may result in disciplinary action (including, but not limited to, revocation of your card and/or termination of employment).

All requests to use the Credit Card shall be made to the Department Head. Department Heads should establish an internal procedure for documenting credit card usage. It is recommended that a check out sheet be used indicating the employees name, the date, and where the card is being used.

Purchases Determine whether the Credit Card is the most appropriate tool to use for this purchase. Be certain that the total amount (including all shipping, handling, postage, freight, etc.) will not exceed your card's limit. Take reasonable steps to determine that the price quoted is the best you can obtain. Advise vendor that the Town is tax exempt. Cardholders are responsible to make certain taxes are not charged. Obtain a detailed receipt at the time of purchase clearly identifying each item purchased. Follow purchasing policy & procedures regarding obtaining proper approvals and verifying sufficient budget dollars prior to making any purchases. When receiving the goods, whether via direct delivery or in person, always retain all boxes, containers, special packaging, packing slips, etc. until you are certain you are going to keep the goods. The Cardholder is responsible for verifying quantity and condition of the goods upon arrival. When making purchases by fax or online retain a copy of the order as faxed the fax confirmation (if available) or a print screen and for your records.

Required Documentation A receipt or substitute documentation must support each purchase. If a receipt shows a limited amount of information or only has part numbers, added information from the Cardholder is required. The preferred documentation is listed below in order of preference:

1. An original receipt or invoice from the vendor including:
 - a. Vendor Name
 - b. Transaction Amount
 - c. Date
 - d. Itemized description of item(s) purchased.
2. Copies or facsimiles of the original receipt.
3. A packing slip or other documentation received from the vendor.
4. A screen-print or order confirmation e-mail, when making Internet purchases, or a copy of an order form that was mailed to a vendor to request an item.
5. If a cardholder is unable to obtain the above listed preferred documentation, a written signed statement documenting the transaction and verifying it was for official business.

Transactions Requiring Special Documentation or Approval

- Alcoholic Beverages - At times there are legitimate expenditures for alcohol related to the promotion of the Town's interests. A statement explaining this expenditure must be provided for each purchase of alcohol products.
- Food for Human Consumption - If food is purchased for a Town sponsored event/meeting and less than 10 people are attending, the names of those people must be listed. If 10 or more are in attendance only the group name is necessary. The purpose of the event/meeting must also be provided.
- Incidental Expenses - Unusual items that do not have an obvious Town purpose including, for example, flowers, personal convenience items, holiday decorations, and greeting cards must have a statement explaining the purchase.

Penalties for Credit Card Abuse/Misuse/Theft Cardholders are responsible for and accountable to the Town for all purchases made with the credit card and they must adhere to all Town and department policies regarding its use. All credit card purchases should be for official Town business only. Any employee who fails to use the credit card properly or abuses the use of the credit card shall be subject to personnel disciplinary action, up to and including dismissal. The Town will seek restitution for any inappropriate purchases made with the card. The collection may be accomplished through payroll deduction or any other collection process. The Town reserves the right to refer instances of abuse to the appropriate law enforcement agency. All cases of misuse or abuse of the credit card will be documented, and the Town Administrator shall be informed in writing.

Effective Date: Sept. 1, 2020

Revision Date:

It is the policy of the Town of Fairplay to reimburse employees for all necessary and reasonable expenses incurred while on authorized town business, within the guidelines of this policy. Both Out-of-state and local travel is expensive due to related costs (per diem and accommodations as well as time away from department operations). As such, out of state travel shall be justified and approved prior to incurring the travel expense.

The Town of Fairplay employees may incur expenses while conducting official business, or while enhancing professional skills and qualifications through attending schools, training programs, conferences or professional meetings. These expenses may be reimbursed in accordance with provisions set forth in these procedures.

Employees on town business are representatives of the town and are expected to maintain a high level of professionalism and follow all town policies. The employee is expected to use town funds with discretion and only to the extent necessary to enhance and further the goals of the town.

NOTE: No employee will be compensated for hours past normal working hours while attending training or traveling unless required by the FLSA.

The Department Head must approve any travel in advance. Employees should provide an itinerary prior to leaving. Registrations, meals, and mileage (if applicable) may be requested in advance using the Authorization to Travel Form and at least one week prior notice to the Treasurer's Office.

Employees are expected to obey all driving and parking regulations. In keeping with this expectation, employees are responsible for moving violations incurred while they are driving a town-owned vehicle, rental, or personal vehicle for business purposes. Parking violations are also the employee's responsibility.

Employees will be reimbursed at the IRS allowable mileage reimbursement rate for any work-related miles driven with the employee's personal vehicle. Personal business use of vehicles, and travel to and from work is not reimbursable; this includes travel to Board of Trustees meetings.

If an employee uses a personal vehicle for town business, the employee's personal insurance policy is primary. The town's liability insurance coverage is secondary, and does not relieve the employee of his/her responsibility to maintain statutory coverage. Any accident or incident involving an employee during working hours or on town business shall be reported to the Town Administrator within 24 hours of the accident/incident.

Note: CIRSA will only provide liability insurance and limits equal to the employees insurance.

The cost of local meals for Town employees will be considered a reimbursable expense, if reasonable and work related. Allowable meal reimbursement expenses: working lunches, business meals, and other qualified meals as described below. All meal reimbursements are subject to the guidelines noted below and the Request for Reimbursement Form (available in the Treasurer's Office) is required to be turned in with the appropriate receipts. The employee may elect to use the per diem rate in lieu of being reimbursed for the actual meal expense. The Town of Fairplay follows the IRS standards for per diem rates. These rates are published on the U.S. General Services Administration website and can be found at www.gsa.gov. Per diems must be requested in advance using the Request for Reimbursement Form; receipts are not required.

Working staff meals – if, due to time constraints or scheduling issues, staff is **required** to meet during a meal time in a town facility and food is brought in (or catered) this is a working staff meal. A Request for Reimbursement Form (available in Treasurer's Office) indicating the circumstances of the meal and the names of those persons attending is required. A receipt must also be attached to the form.

Business meals – Meals at a restaurant which include Town staff and "outside" individuals (vendors, other agency staff, etc.) and are for the purpose of discussing town business. Completion of a Request for Reimbursement Form (available in Treasurer's office) indicating the business nature of the meal and the names of those persons attending is required. A receipt must also be attached to

the form. The employee may elect to use the per diem rate in lieu of being reimbursed for the actual meal expense. The Town of Fairplay follows the IRS standards for per diem rates. These rates are published on the U.S. General Services Administration website and can be found at www.gsa.gov. Per diems must be requested in advance using the Request for Reimbursement Form; receipts are not required.

Meeting, training, conference or seminar meals – If an employee is attending a meeting or involved with training, conferences, or seminars which require staff members to be away from the office during the lunch break, a meal is reimbursable. Completion of a Request for Reimbursement Form (available in Treasurer's office) indicating the meeting, training, conference or seminar attended and the name(s) of those employees whose meals are being reimbursed is required. A receipt must also be attached to the form. The employee may elect to use the per diem rate in lieu of being reimbursed for the actual meal expense. The Town of Fairplay follows the IRS standards for per diem rates. These rates are published on the U.S. General Services Administration website and can be found at www.gsa.gov. Per diems must be requested in advance using the Request for Reimbursement Form; receipts are not required.

Travel requiring an overnight stay, the cost associated with meals is reimbursable. When meals are included in the conference/seminar registration fee or otherwise provided through other costs paid for the travel, no reimbursement will be allowed. Alcoholic beverage costs are not considered meal expenses; therefore, are classified as personal expenses and are specifically not reimbursable by the Town.

There are two accepted methods for reimbursement: Per Diem or actual expenses. Employees may choose either of these, but it must be consistent for the entire trip (i.e. all meals paid through per diem or all meals paid at actual costs).

Per Diem - The Department Head must approve any travel in advance and employees must provide an itinerary prior to leaving using the Authorization to Travel Form (available in the Treasurer's office). The Town of Fairplay follows the IRS standards for per diem rates. These rates are published on the U.S. General Services Administration website and can be found at www.gsa.gov. Once you get to the site you can click on a link to get to the per diem rates under Travel Resources. From that screen you can click on a particular state and see the per diem rates in effect for the major cities and/or counties in that state. Employees are not required to document any meals or turn in any receipts for the cost of the meals, at least one week prior notice to the Treasurer's Office is required for this option. Receipts supporting expenses for lodging, commercial transportation, auto rental, and other expenses must accompany the Authorization to Travel Form within two weeks after the end of travel.

If the employee's travel schedule allows that going to or from the destination is less than a full day, the appropriate deductions from the per diem will be calculated. (for example: if an employee is at a conference which ends during the morning and travel back to the Fairplay area after lunch but before the end of the work day, a dinner reimbursement would not be allowed as part of the per diem for that day.)

Reimbursements for actual costs - The Department Head must approve any travel in advance and employees must provide an itinerary prior to departure using the Authorization to Travel Form (available in the Treasurer's office). This method of reimbursement allows for employees to be paid for the actual costs of meals while out of town. All meals must be documented and receipts for all meals are required. The cost of the meals under this method should be reasonable, given the location of the event or business which necessitated out of town travel. The receipts supporting expenses for lodging, commercial transportation, auto rental, meals, and all other expenses must accompany the Authorization to Travel Form and must be submitted to the Treasurer's office within two weeks after the end of travel. Reimbursement will be made no later than five (5) days after being received by the Treasurer's office.

Periodically, situations will arise that will require a great deal of flexibility. To provide that flexibility, the Town Administrator is authorized to make decisions on situations not specifically covered by this policy. All decisions must be made within the general intent of this policy and in the best interest of the Town.

608 CELLULAR TELEPHONES

Effective Date: Sept. 1, 2020

Revision Date:

The Town may require some employees, based on the employee's job requirements, to carry cellular telephones. Upon the recommendation of the department head and approval of the Town Administrator, employees determined to have a business need for a cellular telephone will be provided the following:

- a) A monthly allowance, in an amount to be determined by the Town, for employee's using their personal cellular telephone phone ("Employee-owned"); or
- b) A cellular telephone paid for and provided by the Town ("Town-owned") will be issued to police officers.

The business need for a cellular telephone may be withdrawn at any time at the discretion of the Town Administrator, Department Head, or his/her designee.

Town-owned Cellular Telephones

A Town-owned cellular telephone must be secured and its whereabouts known at all times by the employee. All Town-owned cellular telephones are the property of the Town of Fairplay. Upon leaving a Town position, all Town-owned cellular phones and related equipment must be returned to the Town. Failure to return such telephone and equipment to the Town may result in the cost of the telephone and the equipment being charged against the final monies due to the employee or other collection action by the Town.

Town-owned cellular telephones are the responsibility of the employee. Employees must notify their supervisor immediately of any problems with their assigned cellular telephone or related equipment, including loss, theft, or damage. A copy of the Town Incident report must accompany a replacement request due to loss. A copy of the police report must accompany a replacement request due to theft. Employees may be financially responsible for the assigned cellular telephone if:

- a) It is lost or damaged while in the care of employee, as a result of the employee's negligence.
- b) It is not returned by an employee within the specified period of time or is damaged upon its return.
- c) It is damaged due to failure to adhere to maintenance or operational policies.

Town-owned cellular phones may not be used at any time in violation of state or federal laws, or Town and Departmental policies, procedures, work rules, etc. The use of Town-owned cellular telephones to transmit or receive inappropriate communication is strictly prohibited and may result in disciplinary action. Inappropriate communication includes, but is not limited to: discriminatory, hostile, suggestive, obscene, harassing, or otherwise unsuitable language and content.

Town-owned cellular telephones are intended for business-related calls only and personal calls are not permitted. Cellular telephone invoices may be regularly monitored. Personal calls that create an added expense for the Town shall be fully reimbursed to the Town. Users may be requested to justify any or all calls on a Town-owned cellular telephone.

Employees are hereby notified that their communications via Town-owned cellular telephones are not private. Bills, text messages, photographs, call logs, and other communications on Town-owned cellular telephones are subject to potential disclosure pursuant to the Colorado Open Records Act, Colorado Revised Statutes §§24-6-101 *et seq.* ("CORA")

Employee-owned Cellular Telephones

Employee-owned cellular telephones are the sole responsibility of the employee. Employees must notify their supervisor immediately of any problems with their personal cellular equipment and the timing of when replacement cellular telephone will be obtained. Employees are responsible for promptly obtaining replacement equipment. The Town will not reimburse the employee for loss, theft or damage to the Employee-owned cellular telephone or related equipment.

Employees are solely responsible for Employee-owned cellular telephone plans with cellular telephone service providers. The Town will not reimburse or otherwise pay for costs incurred by an employee for use of the Employee-owned cellular telephone that exceeds the terms of the employee's cellular telephone plan.

Employees are hereby notified that their Town communications via Employee-owned cellular telephones may not be private. Bills and other communications regarding Employee-owned cellular telephones may be subject to potential disclosure pursuant to CORA. If the Town receives a CORA request that concerns an Employee-owned cellular telephone, the Town will request the employee to provide such information to the Town. The employee is solely responsible for any expenses related to producing those records including the cost of any attorney fees to defend or otherwise prevent release of the records.

Using Cellular Telephones/Handheld Devices While Driving

Except in emergency situations, employees are prohibited from using handheld cellular telephones or other handheld devices to conduct business while driving a motor vehicle or operating motorized equipment. The employee should safely pull off the road and come to a complete stop before texting, dialing or talking on the cellular telephone or another handheld device. Employees may

utilize a hands-free device to use a cellular telephone so long as such use does not interfere with the safe operation of a motor vehicle or motorized equipment.

609 COMPUTER AND EMAIL USAGE

Effective Date: Sept. 1, 2020

Revision Date:

Computers, computer files, the email system, and software furnished to employees are Town property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The Town strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Users of Town computers and e-mail systems are responsible for their appropriate use. All illegal and improper uses of the e-mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. In addition, use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale is prohibited. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Use of the computers and e-mail system for which the Town will incur an expense without express permission of a supervisor is prohibited.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

The Town purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Town does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Town prohibits the illegal duplication of software and its related documentation.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters.

In order to keep Town e-mail and computer systems secure, users shall not leave the terminal signed on when unattended and shall not leave their password available in an obvious place near the terminal or share their password with anyone except the e-mail system administrator.

Electronic messages are not private. The Town retains the right to monitor, review, store and disclose all information sent over the Town e-mail system at any time for any reason, without notice to the employee.

Except as provided herein, Town employees are prohibited from accessing another employee's e-mail without the express consent of the employee. All Town employees are advised that e-mail messages can be retrieved even if they have been deleted and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the Town.

All employee email, including email sent or received by the Town or the Board of Trustees and employees, may be considered a public record subject to public disclosure or inspection under CORA.

Town employees shall be subject to disciplinary action, including termination, for violation of this guideline and regulation.

Employees should notify their department head or the Town Administrator upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Effective Date: Sept. 1, 2020

Revision Date:

Internet access to global electronic information resources on the World Wide Web is provided by the Town to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Town and, as such, is subject to disclosure under CORA. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Town. As such, the Town reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or another person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the Town in violation of law or Town policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- a) Sending or posting discriminatory, harassing, or threatening messages or images
- b) Using the organization's time and resources for personal gain
- c) Stealing, using, or disclosing someone else's code or password without authorization
- d) Copying, pirating, or downloading software and electronic files without permission
- e) Violating copyright law
- f) Failing to observe licensing agreements
- g) Engaging in unauthorized transactions that may incur a cost to the Town or initiate unwanted Internet services and transmissions
- h) Sending or posting messages or material that could damage the Town's image or reputation
- i) Participating in the viewing or exchange of pornography or obscene materials
- j) Sending or posting messages that defame or slander other individuals
- k) Attempting to break into the computer system of another organization or person
- l) Refusing to cooperate with a security investigation
- m) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- n) Using the Internet for political causes or activities, religious activities, or any sort of gambling
- o) Jeopardizing the security of the organization's electronic communications systems
- p) Sending or posting messages that disparage another organization's products or services
- q) Passing off personal views as representing those of the organization
- r) Sending anonymous email messages

s) Engaging in any other illegal activities

611. WORKPLACE MONITORING

Effective Date: Sept. 1, 2020

Revision Date:

Workplace monitoring may be conducted by the Town to ensure quality control, employee safety, security, and customer satisfaction. Computers furnished to employees are the property of the Town. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because the Town is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

612. WORKPLACE VIOLENCE PREVENTION

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Town has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Subject to Colorado law, firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Town without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The Town will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Town may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Town encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Town Office before the situation escalates into potential violence. The Town is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

SECTION 7: DRUG AND ALCOHOL USE

701 DRUG-FREE WORKPLACE

Effective Date: Sept. 1, 2020

Revision Date:

The Town is a drug-free workplace as required by the Drug-Free Workplace Act. The Town strictly prohibits the use or possession on Town premises of alcoholic beverages of any kind and drugs other than those prescribed by a physician or obtained from a legal over-the-counter source. For purposes of this policy, marijuana is considered an illegal drug, regardless of whether it is used for medical or recreational purposes in accordance with Colorado law.

No employee is permitted to report for duty while impaired by or under the influence of alcohol or drugs to the slightest degree. Any employee who reports to work impaired by or under the influence of drugs (including being impaired or under the influence due to off-duty recreational or medical use of marijuana) or alcohol shall be relieved of his or her duties immediately and without pay, and may be subject to additional disciplinary action.

Employees are expected to use prescription or legal over-the-counter drugs in an appropriate manner and dosage and are expected to know whether the appropriate use of such drugs may impair their ability to perform their jobs safely and competently. If an employee becomes aware that a prescription or legal over-the-counter drug is impairing his or her job performance, the employee should notify his or her supervisor. An employee may be required to use accrued paid time off in order to address and remedy any situation where job performance is impaired.

An employee's violation of this prohibition, or any other drug abuse violation, may result in disciplinary action up to and including discharge. While the Town does not have a formal employee assistance program, the use of other available resources, including any health insurance coverage, is encouraged for any employee desiring drug counseling or rehabilitation.

Town vehicles and premises, as well as employee offices, desks, work areas, or personal property should not be considered private and may be subject to search for any purpose. In the event of suspected possession of illegal items, law enforcement may be contacted.

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

- a) Abide by the terms of this policy; and
- b) Notify the Town in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Upon notification of any such conviction, the Town shall take action in compliance with the Drug-Free Workplace Act and Regulations.

702 DEFINITIONS

Effective Date: Sept. 1, 2020

Revision Date:

For the purposes of these policies, the following definitions apply.

- a) **CDL Employee.** An employee whose job description requires him or her to hold a commercial driver's license under Colorado law.
- b) **Safety Sensitive Employee.** A safety sensitive employee is one that holds a position identified by the job descriptions as safety sensitive, ordinarily, but not limited to, those employment positions where drug and alcohol use presents a direct threat to the public at large.
- c) **Illicit Use of Drugs.** The *Illicit Use of Drugs* means the on-the-job or off-the-job unauthorized use by an employee of a controlled substance, as defined by federal law or the misuse of prescription drugs, over-the-counter drugs or other substances known to affect a person's ability to safely or efficiently perform job duties. Off-duty use of marijuana in compliance with Colorado law shall not be deemed Illicit Use of Drugs.

- d) **Marijuana or Marijuana Product.** *Marijuana or Marijuana Product* means any product that contains Tetrahydrocannabinol or THC.
- e) **Impaired by Alcohol.** CDL and Safety Sensitive employees are *Impaired by Alcohol* if alcohol testing under this policy indicates an alcohol concentration of 0.04 or more grams of alcohol per 210 liters of breath or per 100 milliliters of blood. All other employees are *Impaired by Alcohol* if alcohol testing under this policy indicates an alcohol concentration of 0.05 or more grams of alcohol per 210 liters of breath or per 100 milliliters of blood.
- f) **Under the Influence.** As related to marijuana, the employee's blood contained five nanograms or more of delta 9-tetrahydrocannabinol per milliliter in whole blood, as shown by analysis of the employee's blood.

703 DRUG AND ALCOHOL TESTING

Effective Date: Sept. 1, 2020

Revision Date:

All Town employees required to hold commercial drivers' licenses shall be subject to a drug and alcohol testing program that fulfills the requirements of Code of Federal Regulations Title 49, Part 382. Tests shall be conducted under the following circumstances:

- a. Each such employee shall be tested before the first time they perform any safety-sensitive function for the Town. Such functions including driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading or unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work related to vehicle maintenance or operation. Pre-employment tests shall be required only after an applicant is offered a position.
- b. Alcohol and controlled substance tests shall be conducted after any accident involving any safety-sensitive function. Such tests shall be conducted as soon as is practicable following an accident if the accident involved personal injury, property damage, or a citation for a moving traffic violation. Employees involved in accidents shall make themselves available for testing unless they need immediate medical attention, and shall not use alcohol for eight hours after any accident or until after a post-accident alcohol test, whichever occurs first.
- c. Tests shall be conducted on a random basis at unannounced times throughout the year. Such random tests shall be conducted just before, during, or just after the performance of safety-sensitive functions.
- d. Tests shall be conducted when a supervisor or Town official trained in accordance with law has reasonable suspicion that an employee has violated the Town's alcohol or drug prohibitions. Reasonable suspicion must be based on specific, contemporaneous observations concerning the employee's appearance, behavior, speech or body odors. Such observations may include indications of the chronic and withdrawal effects of controlled substances. (See Appendix B)
- e. A drug or alcohol test shall be conducted if and when an employee who has violated the Town's drug or alcohol prohibition returns to performing safety-sensitive duties. No employee may be assigned to a safety-sensitive position until a return-to-duty drug test is administered with a negative result.
- f. An employee who violates the Town's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Such follow-up testing shall be conducted just before, during, or just after the performance of safety-sensitive functions.

Testing procedures and facilities used for tests shall conform with the Code of Federal Regulations, Title 49, Section 40, et seq.

Any driver who refuses to submit to a drug or alcohol test required by this guideline shall not perform or continue to perform safety-sensitive duties and will be subject to discipline up to and including dismissal. An employee will be deemed to have refused to submit to testing if he or she is unavailable or fails to provide samples sufficient for testing absent any medical necessity. Verified positive tests for alcohol or drugs (including marijuana) shall subject employees to disciplinary action up to and including dismissal.

In addition, any employee may be subject to reasonable suspicion or post-accident drug testing as described in this Section.

704 EMPLOYMENT-RELATED TESTING

Effective Date: Sept. 1, 2020

Revision Date:

Safety-Sensitive Positions

The Town may require drug testing, finger printing, and/or Federal or state background checks of employees engaged in safety or security sensitive functions, including positions that involve operation of Town vehicles not requiring a CDL. Tests shall be conducted in accordance with the law and in a manner that ensures accuracy and limits access to the test results.

Reasonable Suspicion Testing

An employee must submit to immediate drug and alcohol testing if reasonable suspicion exists to believe that the employee may be using drugs and alcohol in violation of this policy. Reasonable suspicion may be based on visual or other evidence that an employee is under the influence of, or using or possessing drugs or alcohol at the workplace. Indications of drug and alcohol use include, but are not limited to: slurred speech; lack of balance; excessive aggressiveness; docility or drowsiness; the detection or smell of drugs or alcohol; an employee's unusual demeanor, appearance or conduct; irrational, threatening or violent behavior. Reasonable suspicion testing requires prior approval by the Town Administrator.

Post-Accident and Post-Incident Testing

An employee may be subject to immediate drug and alcohol testing after an on-the-job accident or incident involving any Town vehicle, equipment, property or personnel, or involving the employee's personal vehicle while on Town business, under the circumstances described below.

- a) Unless unable to do so because of a serious injury, an employee involved in an on-the-job accident or incident must immediately report it to the employee's supervisor, who will notify the Department Head.
- b) The Department Head will determine whether an employee must submit to post-accident or post-incident drug and alcohol testing. Post-accident and post-incident testing is permissible under the following circumstances:
 - 1) There is reasonable suspicion that the employee is under the influence of drugs or alcohol; or
 - 2) The employee receives a citation (or there is other reasonable indication of the employee's fault) and there is bodily injury or fatality; or
 - 3) The employee receives a citation (or there is other reasonable indication of the employee's fault) and there is property damage or direct incident costs reasonably ascertained to exceed \$1500.00; or
 - 4) The employee suffers an on-the-job injury requiring a visit to a medical provider and there is other reasonable indication of the employee's fault; or
 - 5) The employee failed to follow operational or safety protocol, causing or potentially causing a serious operational incident.
- c) An employee subject to drug and alcohol testing after an accident or incident will be escorted to an approved testing facility for immediate testing, and shall not use alcohol until the alcohol test is performed, or until eight hours after the accident or incident, whichever is first.
- d) If seriously injured as a result of an accident or incident and unable to provide a sufficient breath or urine sample as required by this policy, the employee must authorize the release of medical records to determine if alcohol or drugs were detected. An employee who fails to report immediately any accident or an incident resulting in a serious injury, or who refuses to release medical records of drug and alcohol tests under these circumstances will be subject to corrective action up to and including termination.

Timing and Location of Drug and Alcohol Testing

Drug and alcohol tests should be performed *as soon as possible* after the determination that *reasonable suspicion or post-accident or post-incident* testing is appropriate.

- a) If alcohol testing is not performed within two hours of a reasonable suspicion determination, the reason for the delay must be documented by the persons involved in the determination. The documentation will be kept by the Town Office. Contribution to the delay by the employee is cause for disciplinary action, up to and including termination.
- b) Drug and alcohol testing of employees will be performed by a testing facility approved by the Town.
- c) If testing is delayed more than eight hours after the determination of reasonable suspicion, drug testing, but not alcohol testing, will still be performed.

Return to Work After Drug and Alcohol Testing

An employee's return to work after being required to submit to drug and alcohol testing is dependent on such factors as the employee's job description, the results of the testing, and the reason for the testing.

- a) An employee referred for drug and alcohol testing based on reasonable suspicion or an accident may not return to work until released to return to work by the employee's supervisor. Time off work under this section will be paid.
- b) An employee referred for random or biennial alcohol testing may return to work immediately after alcohol test results are obtained except under the following circumstances:
 - 1) Any employee *Impaired by Alcohol* will be suspended without pay pending correction action;
 - 2) CDL and Safety Sensitive employees and any employee whose job description requires driving whose alcohol test results indicate the Use of Alcohol, will be required to take personal leave until a breath alcohol test indicates an alcohol concentration below 0.00 grams of alcohol per 210 liters of breath or per 100 milliliters of blood; or
 - 3) Substantial safety concerns are at stake.
- c) An employee may return to work pending the Town's receipt of negative test results.

705 CORRECTION ACTION FOR VIOLATIONS OF DRUG AND ALCOHOL POLICY

Effective Date: Sept. 1, 2020

Revision Date:

Employees are subject to corrective action for any violation of the Town's drug and alcohol policies, up to and including termination. Corrective action may be based on the results of drug and alcohol tests conducted by the Town or by any federal, state, or local officials having independent authority to test the employee for drug and alcohol use.

Termination Mandatory

An employee will be terminated if any one of the following conditions is met:

- a) A drug or alcohol test required by this policy determines the employee engaged in the *Illicit Use of Drugs* or was *Impaired by Alcohol* or used any *Marijuana or Marijuana Product*, and the employee holds a job description that requires a CDL or a driver's license or is identified as Safety Sensitive;
- b) A drug or alcohol test required by this policy determines the employee, while operating a Town vehicle or equipment or the employee's personal vehicle on Town business, engaged in the *Illicit Use of Drugs* or was *Impaired* or *Under the Influence of alcohol or drugs*;
- c) When referred for drug and alcohol testing, the employee refuses to submit the required blood, urine or breath specimen;
- d) The employee refuses to authorize the release of drug or alcohol testing results performed by a health care provider after an accident for which the employee may be at-fault, and testing is warranted under this policy; or
- e) The employee tampers with or attempts to tamper with a blood, urine or breath specimen collected for testing.

SECTION 8: EMPLOYEE CONDUCT & DISCIPLINARY ACTION

801 EMPLOYEE CONDUCT AND WORK RULES

Effective Date: Sept. 1, 2020

Revision Date:

The Town expects all employees to conduct themselves pursuant to the highest professional, business, and ethical standards and will not tolerate misconduct. The Town, through its Council, management and supervisors, retains the right to take such disciplinary action as it deems appropriate in any given circumstance. Whether an employee's performance, conduct, or behavior warrants disciplinary action is within the Town discretion. The Town does not intend by these policies to create any expectation that any employee will be assured of any particular form of disciplinary action, such as warnings, notice, or any form of progressive discipline, prior to discharge. To ensure orderly operations and provide the best possible work environment, the Town expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Town.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- a) Theft or inappropriate removal or possession of property
- b) Falsification of timekeeping records
- c) Working under the influence of alcohol or illegal drugs
- d) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- e) Fighting or threatening violence in the workplace
- f) Boisterous or disruptive activity in the workplace
- g) Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- h) Insubordination or other disrespectful conduct
- i) Violation of safety or health rules
- j) Smoking in prohibited areas
- k) Sexual or other unlawful or unwelcome harassment
- l) Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- m) Excessive absenteeism or any absence without notice
- n) Unauthorized absence from work station during the workday
- o) Unauthorized use of telephones, mail system, or other employer-owned equipment
- p) Unauthorized disclosure of confidential information
- q) Violation of personnel policies
- r) Unsatisfactory performance or conduct

Employment with the Town is at the mutual consent of the Town and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

802 CITATION/ARREST OR CONVICTION REPORTING

Effective Date: Sept. 1, 2020

Revision Date:

Town employees must perform their work with a high degree of moral and ethical behavior. In order to ensure that all employees have and keep these standards, employees are required to report any arrest(s), conviction(s) for criminal violation(s), and/or all citations for moving violation(s) of six (6) points or more (such as speeding 20 mph over the limit or DUI) whether resulting from on or off duty conduct and whether or not occurring within the Town. Under this policy, a conviction includes a finding of guilty, a plea of nolo contendere and/or the imposition of a sentence by any judicial body responsible for determining violations of federal or state criminal drug statutes.

In order for the Town to be prepared to respond to and protect the employee from potentially volatile or damaging situation, employees are required to report other contacts with law enforcement such as an officer being called to an employee's home for a

domestic disturbance, an employee being investigated as a suspect in a crime or any other event that would adversely affect the public's perception of Town employees.

Employee reports under this policy must be made to the employee's supervisor as soon as possible but within no more than 48 hours of the beginning of the incident. Rights provided by the 5th Amendment to the United States Constitution apply; an employee does not have to incriminate themselves in their report but do have to disclose that they were contacted, charged, arrested etc. In the event the employee is incarcerated, a family member may report on the employee's behalf.

The supervisor along with the Town Administrator or their designee will evaluate whether pending charge(s) or conviction(s) will have an effect on the employee's ability to perform the duties and responsibilities of their job. Documentation regarding incidents reported under this policy will only become part of the employee's personnel record if the incident results in disciplinary action.

803 SEXUAL AND OTHER UNLAWFUL HARASSMENT

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. The Town provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- a) Unwanted sexual advances.
- b) Offering employment benefits in exchange for sexual favors.
- c) Making or threatening reprisals after a negative response to sexual advances.
- d) Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- e) Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- f) Verbal sexual advances or propositions.
- g) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- h) Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Town Administrator or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Town Office or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

804 ATTENDANCE AND PUNCTUALITY

Effective Date: Sept. 1, 2020

Revision Date:

To maintain a safe and productive work environment, the Town expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Town. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

805 PERSONAL APPEARANCE

Effective Date: Sept. 1, 2020

Revision Date:

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Town presents to customers and visitors.

During business hours or when representing the Town, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position. This is particularly true if your job involves dealing with customers or visitors in person. Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be considered:

- a) Shoes must provide safe, secure footing, and offer protection against hazards as appropriate for your work environment.
- b) Shorts should not be worn in the office setting but are permissible dependent upon job function and safety guidelines.
- c) Mustaches and beards must be clean, well-trimmed, and neat.
- d) Offensive body odor and poor personal hygiene is not professionally acceptable.
- e) Jewelry should not be functionally restrictive, or dangerous to job performance.

806 DISCIPLINE

Effective Date: Sept. 1, 2020

Revision Date:

It is the responsibility of all employees to observe all the regulations, policies and procedures adopted to ensure the efficient, effective and safe operation of the Town. A violation of these regulations, policies and procedures will result in appropriate disciplinary action including the possible dismissal of employment.

Employees shall be informed of any performance problems and/or work rule violations subsequent to the incident. Employees will be given the opportunity to read and respond to any written disciplinary actions. An employee's signature on such records signifies only that the record has been received and examined by the employee.

The Town favors progressive disciplinary action; however, the level of discipline to be imposed for infractions shall be that which the Town, through its Town Administrator, deems appropriate under the circumstances. Use of progressive discipline shall in no way limit or restrict the Town's employment at-will powers. Town management retains the right to determine in its discretion, that any

of the following disciplinary actions is appropriate without using lower levels of discipline:

Oral Warning or Reprimand

The employee is orally counseled as to the unsatisfactory areas of work, and methods of improvement. A notation of the date and reason for reprimand may be made to the employee's personnel file.

Written Reprimand

The employee is issued a written reprimand that includes a statement of the problem and a notation to the effect that the problem was discussed with the employee. A copy of the reprimand may also place the employee back in an introductory period for a specified time.

Suspension with or without Pay

An employee is suspended from employment for any number of days which shall be accompanied by a written statement, signed by the employee and his or her supervisor, setting forth the fact of the suspension, the reason for the suspension and the duration of the suspension. Depending on the seriousness of the problem, the suspension can be without pay.

Disciplinary Demotion

The employee is placed into a position with a lower compensation rate for disciplinary reasons which must be reflected by a written statement placed in the demoted employee's personnel file stating that the demotion was for disciplinary purposes and setting forth the reason for the discipline.

Discharge

The employee is discharged from employment.

807: GRIEVANCES

Effective Date: Sept. 1, 2020

Revision Date:

The grievance procedure is available to any employee for the resolution of complaints, disputes, or concerns regarding the interpretation or application of Town policies regarding discipline. Any such dispute, complaint, or concern may be raised as a grievance pursuant to the grievance procedure. The availability of the grievance procedure shall in no way limit or restrict the Town's employment at-will powers.

The grievance procedure is intended to provide a formal process for the resolution of grievances. It is not, however, intended to be a substitute for healthy and appropriate communication between employees and supervisors, nor is it intended that the grievance procedure be used to harass supervisors or interfere with the operations of the Town. Before the grievance procedure is started, employees should attempt to resolve disputes, complaints, and concerns with their immediate supervisors by discussing such matters informally.

The grievance procedure shall consist of the following steps:

Step 1

An employee may present a written complaint to his or her immediate supervisor setting forth the subject of the grievance, identifying the policy or policies at issue, and requesting consideration pursuant to this procedure. The employee and the supervisor shall confer on the matter and the supervisor shall respond to the complaint, orally or in writing, within five (5) working days. All supervisors shall immediately advise the Town Administrator of the filing of any grievance.

Step 2

If the grievance is not resolved at Step 1, the employee may, within five (5) working days of the supervisor's response, submit in writing his or her grievance to his/her Department Head. Such request shall also specify the nature of the

grievance and the policy or policies at issue. The employee and the Department Head shall meet as soon as is practicable thereafter along with other staff members as appropriate. The Department Head shall respond to the employee in writing within ten (10) working days of that meeting, circumstances permitting.

Step 3

An employee dissatisfied with the decision of the Department Head may obtain a further review of the matter by submitting in writing a request for review to the Town Administrator, within five working days following the receipt of the Department Head's decision. The Town Administrator shall make such investigation and as he/she deems necessary and shall communicate his/her decision to the employee in writing within fifteen (15) working days after receipt of the employees request for review. The decision of the Town Administrator shall be final.

Town Officers only may present grievances to the Town Board of Trustees.

Any grievance not pursued to the next step within the time specified shall be considered resolved. The time limits for taking any action under this policy may be extended by agreement. The failure of any Town supervisor to respond to a grievance within the time limits specified in the policy or agreed upon should be reported to the next higher-level supervisor.

808 RETURN OF PROPERTY

Effective Date: Sept. 1, 2020

Revision Date:

Employees are responsible for all Town property, materials, or written information issued to them or in their possession or control.

Employees must return all Town property immediately upon request or upon termination of employment. Where permitted by applicable laws, The Town may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Town may also take all action deemed appropriate to recover or protect its property.

809 POLITICAL ACTIVITIES

Effective Date: Sept. 1, 2020

Revision Date:

Town employees may participate in political or partisan activities of their choosing provided that Town resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Town time or in a Town uniform or while representing the Town in any way. Employees may not allow others to use Town facilities or funds for political activities.

Any Town employee who meets with or may be observed by the public or otherwise represents the Town to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Town property or Town time, for a contribution for a partisan political cause.

Except as noted in this policy, Town employees are otherwise free to fully exercise their Constitutional First Amendment rights.

810 SOCIAL MEDIA ACTIVITIES

Effective Date: Sept. 1, 2020

Revision Date:

"Social media" means any public or semi-public electronic communication, both written and video. Social media include blogs, Listserv lists, Facebook pages, chat rooms, personal web sites, Twitter posts, and similar electronic forums. It includes news sites, fans sites, sports sites, etc., which invite public comment.

The Town respects the right of employees to communicate on social media. All public employees, however, must recognize a clear

distinction between acts as individuals and acts as representatives of the Town because they may be considered spokespersons for the Town. Because of this possibility, employees should ensure that views expressed on social media are personal and not those of the Town or of any person or organization affiliated or doing business with the Town.

Social media users are personally responsible for the content of their electronic postings. They can be held personally responsible for commentary that is considered defamatory, obscene, proprietary, harassing, or libelous by any offended party.

Employees shall not use personal social media during work hours. Furthermore, employees shall not use Town-owned equipment, including computers, cellular phones, other mobile cellular devices, the Town's network infrastructure, external access points to the internet, Town-licensed software and non-licensed software, or any electronic equipment, nor facilities to access or use social media. Such usage is not considered permitted incidental internet use as set forth in 609 or 610 of this Employee Handbook.

Employees shall not post on social media Town information, including Town issued documents, without prior express written permission of the Town Administrator.

Employees violating this policy will be subject to disciplinary action up to and possibly including termination. Questions related to this policy or about personal social media activities, should be directed to the supervisor or the Town Administrator.

EMPLOYEE ACKNOWLEDGEMENT FORM

The personnel Handbook describes important information about the Town, and I understand that I should consult the Department Head, Town Treasurer, or Town Administrator regarding any questions not answered in the Handbook.

I have entered into my employment relationship with the Town voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Town can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to the Town's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Town Administrator and/or the Board of Trustees has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Effective Date: June 1, 2020

Revision Date: _____

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



MEMORANDUM

TO: Mayor and Board of Trustees
FROM: Tina Darrah, Town Administrator/Clerk
RE: Resolution No. 28 – Staff Volunteer Policy
DATE: August 12, 2020

This resolution approves a Staff Community Volunteer Program, wherein Town employees are incentivized to volunteer with local non-profits by offering paid wages for up to 24 volunteer hours per year. Many of our current staff are volunteers in the community already and this encourages them to continue this practice. We hope it will also encourage those employees that do not currently volunteer to do so!

Recommended Action:

Motion to approve Resolution No. 28. This will require a second and voice vote.

TOWN OF FAIRPLAY, COLORADO

RESOLUTION NO. 28

Series of 2020

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO APPROVING THE TOWN OF FAIRPLAY STAFF COMMUNITY VOLUNTEER PROGRAM.

WHEREAS, the Board of Trustees recognizes the importance of having employees volunteer in the community; and

WHEREAS, the Board of Trustees values its local non-profit organizations and desires to help them succeed; and

WHEREAS, the Board of Trustees would like to encourage and incentivize volunteerism with local non-profit organizations by Town employees through a Volunteer Program.

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO THAT:

Section 1. The document entitled "Town of Fairplay Staff Community Volunteer Program" is hereby adopted and shall become effective immediately upon adoption.

Section 2. A copy of the Volunteer Program shall be distributed to each employee upon adoption.

RESOLVED, APPROVED, and ADOPTED this ____ day of _____, 2020.

TOWN OF FAIRPLAY, COLORADO

(Seal)

Mayor

ATTEST:

Town Clerk



TOWN OF FAIRPLAY

Staff Community Volunteer Program

The Town of Fairplay recognizes that volunteering within the community that you live and/or work in offers many tangible benefits both to the volunteer and to the community as a whole. Working directly with citizens allows employees to interact with the community they serve on a more personal level. It also allows for the strengthening of relationships between community members, staff and the Town of Fairplay. This program was created with the purpose of rewarding those employees which already volunteer in the community as well as to encourage those who currently do not.

The Town of Fairplay's Staff Community Volunteer Program is meant to incentivize all full-time staff to volunteer in the community by offering paid wages for up to 24 volunteer hours per year. See below for the complete list of guidelines that will allow you to collect your hourly wage for time spent volunteering in our community!

Guidelines:

1. All regular full-time employees are eligible to participate in this program however an employee must be in good standing to remain eligible. The employee must have worked for the Town of Fairplay for six months to participate in the program.
2. Each full-time employee is eligible to earn up to 24 paid hours of volunteer work per year. These hours will be paid in one check in January for the prior calendar year.
3. Volunteer hours do not roll over to a new year if unused. If you terminate employment during the calendar year you will be paid for hours submitted at that point.
4. In order to receive pay for volunteered hours you must volunteer for an accredited 501c3 nonprofit organization. The organization must be active in Fairplay. You are advised to check with the Town Administrator or your Supervisor to ensure your organization is acceptable.
5. Employees must provide paperwork, signed by an official of the 501c3, which accurately shows the number of hours volunteered.
6. Volunteer hours are to be worked outside of an employee's regular 40-hour work week unless approved by their supervisor. If an employee's supervisor approves volunteer hours during scheduled work hours, the employee must take PTO for that time spent volunteering.
7. Participation in this program is voluntary. If an employee does choose to participate they should act in a manner becoming of a representative of the Town of Fairplay.

"Where History Meets the High Country"



MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Tina Darrah, Town Administrator

RE: Approval of Change Orders as submitted by Betone Civil Constructors for Installation of 18" Culvert, with Catch Basin and Outlet Protection and Installation of CMP Culvert at Base of Access Road

DATE: July 30, 2020

Betone was awarded the contract to complete the Town Hall parking lot and access road to the river. As they have been working on the project, several items have come up that were not addressed in the original bid/specifications. Most of the items have been taken care of by the contractor at no additional cost, however, for the installation of these two culverts – I encouraged the contractor to submit the included change orders.

Change Order #1). As they were working on the access road and the drainage in front of Town Hall – it became apparent that installation of a culvert would solve the drainage issues that we have been dealing with ever since purchasing this building. You may recall the struggles we have had with ice build-up, run-off and water pooling at this site. When it was brought to my attention that this could be fixed with some grading and installation of a culvert, I asked that it be included in the project and that a change order be submitted.

Change Order #2). As the Access Road was being built, an opportunity to use an existing unused culvert owned by the Town to address the obvious draining issues near the base of the road presented itself and I encouraged the contractor to install the culvert and submit the attached change order.

Staff recommends approval.

Recommended Motion:

Motion to approve Change Orders No. 1 and 2 of the River Park Parking Lot project as submitted by Betone Civil Constructors in the amount of \$6,100. This will require a second and a roll call vote.

“Where History Meets the High Country”

CHANGE ORDER

BETONE PROJECT # **20002**

PROJECT: River Park Parking Lot

TO:
P.O. Box 267
Fairplay, CO 80440

DATE: 07/15/20

CONTRACT DATE: 04/20/20

0

Attention: 0

The Contract is changed as follows:

1 80 lf 18" CMP Culvert w/ Catch Basin and Outlet Protection

\$ 5,600.00

0
0
0
0
0
0
0
0
0
0
0

0 \$ -
0 \$ -
0 \$ -
0 \$ -
0 \$ -
0 \$ -
0 \$ -
0 \$ -
0 \$ -
0 \$ -
0 \$ -

Total:

\$ 5,600.00

This document represents a field CHANGE ORDER. Signatures ARE NOT required to ensure payment of work

The Original Contract Sum was.....	\$	79,563.80
Net change by previously authorized CHANGE ORDER.....	\$	-
The Contract Sum prior to this CHANGE ORDER.....	\$	79,563.80
The Contract Sum will be increased by this Document in the amount of.....	\$	5,600.00
The new Contract Sum including this CHANGE ORDER will be.....	\$	85,163.80
The Contract Time will be changed by 0 days.		0

Note: This summary does not reflect in the Contract Sum, Contract Time, or Guaranteed Maximum Price which have been authorized by CHANGE ORDERS.

P.O. Box 267
OWNER
Fairplay, CO 80440
0
ADDRESS

Betone, LLC
CONTRACTOR
PO Box 1459
Silverthorne, CO 80498
ADDRESS

by _____

by _____

Date: Wednesday, July 15, 2020

Date: Wednesday, July 15, 2020

CHANGE ORDER

BETONE PROJECT # **20003**

PROJECT: River Park Access Road

DATE: 08/03/20

TO:
Town of Fairplay
P.O. Box 267
Fairplay, CO 80440

CONTRACT DATE: 04/20/20

Attention: Kim Wittbrodt

The Contract is changed as follows:

1	Install 40 lf CMP Culvert (TOF supply mtl) at base of Road to Mitigate Drainage Issues	\$	500.00
0		0	\$ -
0		0	\$ -
0		0	\$ -
0		0	\$ -
0		0	\$ -
0		0	\$ -
0		0	\$ -
0		0	\$ -
0		0	\$ -
0		0	\$ -
	Total:		<u>\$ 500.00</u>

This document represents a field CHANGE ORDER. Signatures ARE NOT required to ensure payment of work

The Original Contract Sum was.....	\$	92,633.39
Net change by previously authorized CHANGE ORDER.....	\$	-
The Contract Sum prior to this CHANGE ORDER.....	\$	92,633.39
The Contract Sum will be increased by this Document in the amount of.....	\$	500.00
The new Contract Sum including this CHANGE ORDER will be.....	\$	93,133.39
The Contract Time will be changed by 0 days.		0

Note: This summary does not reflect in the Contract Sum, Contract Time, or Guaranteed Maximum Price which have been authorized by CHANGE ORDERS.

P.O. Box 267
OWNER
Fairplay, CO 80440
0
ADDRESS

Betone, LLC
CONTRACTOR
PO Box 1459
Silverthorne, CO 80498
ADDRESS

by _____

by _____

Date: Monday, August 03, 2020

Date: Monday, August 03, 2020

